HAMILTON CENTRAL SCHOOL

47 W. Kendrick Avenue • Hamilton, NY 13346

315-824-6300 • *www.hamiltoncentral.org* • Fax: 315-824-6314

District Office:
Mr. William Dowsland
Superintendent of Schools
Ms. Jodi Shantal
Executive Administrative Assistant to the Superintendent & District Clerk
Business Office:
Mr. Matthew Crumb
Business Manager
Ms. Deborah Welsh
District Treasurer
Technology Office:
Mr. Christopher Rogers
Director of Technology
Pupil Personnel Office:
Mr. Kevin Ellis
Director of Pupil Personnel Services
Ms. Lynda O'Keeffe
Administrative Assistant to the Director of Pupil Personnel Services
Attendance:
Ms. Heather Vergara
Attendance Aide
Building Principals:
Ms. Heather Thomas
Elementary
Ms. Shannon Newkirk
Elementary Administrative Assistant & Claims Auditor
Mr. Mark Arquiett
Secondary
Ms. Deborah Reese
Secondary Administrative Assistant

District Office

Board of Education:

Mrs. Michelle Jacobsen, President

Mrs. Jennifer Jones, Vice President

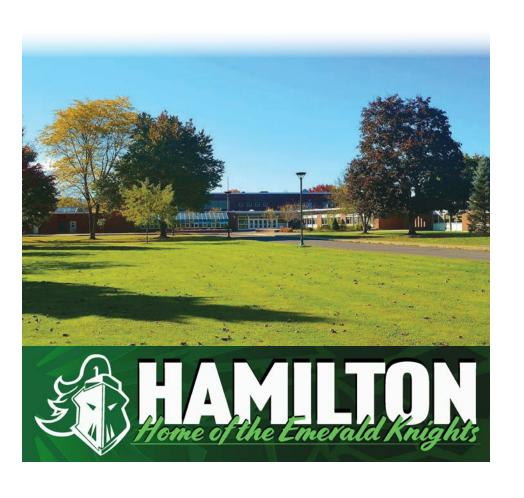
Mr. Sung Choe

Dr. G. Cory Duclos

Mrs. Amanda Phillips

Email address: boe@hamiltoncentral.org





HAMILTON Central School District - Communication Protocols Who do I call with a question, concern or compliment?

	0.00	Step 1		Step 2		Step 3		Step 4
ACADEMICS			İ					
Student Progress (Online Access)	>	Classroom / Subject Teacher	>	HS/MS Counselor	>	Building Principal		
Schedules/Placement	>	HS/MS/Elementary Counseling Office	>	Building Principal				
Classroom Procedures	>	Teacher	>	Building Principal				
Curriculum	>	Classroom/Subject Teacher	>	Building Principal				
ATHLETICS	>	Coach	>	Athletic Director	>	Principal	>	Superintendent
STUDENT BEHAVIOR	>	Classroom/Subject Teacher	>	Building Principal	>	Director of PPS	>	Superintendent
SCHOOL SAFETY & EDUCATIONAL CLIMATE								
Dignity for All Students Act	>	Classroom/Subject Teacher	>	Building Principal	>	Business Manager	>	Superintendent
Inclusivity	>	Classroom/Subject Teacher	>	Building Principal	>	Director of PPS	>	Superintendent
BUDGET/FINANCE	>	Building Principal	>	Business Manger	>	Superintendent		
Extra Curricular Activities	>	Club Advisor	>	Building Principal				
HEALTH ISSUES	>	School Nurse	>	Building Principal	>	Superintendent		
DISTRICT POLICIES	>	Building Principal	>	School District Clerk	>	Superintendent		
SPECIAL EDUCATION	>	Special Education Teacher/ Service Coordinator	>	Director of PPS	>	Building Principal	>	Superintendent
T RANSPORTATION	>	Driver	>	Transportation Supervisor	>	Business Manager	>	Superintendent
BUILDING USE	>	MS/HS Secretary	>	Director of Facilities	>	Building Principal	>	Superintendent
BUILDINGS/GROUNDS	>	Director of Facilities	>	Business Manager	>	Superintendent		
SAFETY & SECURITY	>	Building Principal	>	Business Manager	>	Superintendent		
FOOD SERVICES	>	Food Service Director	>	Building Principal	>	Business Manager	>	Superintendent

HAMILTON SCHOOLS

About this guide

We want to address your questions and concerns quickly and effectively.

The Hamilton Central School District has developed communication protocols to promote direct, open and respectful interactions so that problems and concerns can be worked out quickly and efficiently while also providing an opportunity to share compliments. The communication protocol starts with the staff member closest to the situation, as that person will usually have the most information. At times, additional personnel are required to resolve specific situations. Appropriate communication channels for a variety of topics are listed here. The District encourages any and all questions from parents and residents regarding school matters.

If your issue has not been resolved after following all of the appropriate steps in the communication protocol, the District Clerk can assist you in contacting the Superintendent's Office, and then, if still unresolved, the Board of Education.

District Clerk:

jshantal@hamiltoncentral.org

Matters addressed to the Board of Education will immediately be shared with the Superintendent.

Contact information on the back. www.hamiltoncentral.org

"click on this link to visit our website"