

**DIOCESE OF ROCHESTER – DEPARTMENT OF CATHOLIC SCHOOLS
SETON CATHOLIC SCHOOL- STUDENT/PARENT HANDBOOK**

PARENT INFORMATION & COMMUNICATION

COMMUNICATION FLOWCHART

As a Catholic community, we recognize the role of parents as the primary educators of their children. Therefore, we value communication as a key to the success of all children entrusted to our care. The communication flow chart serves as a guideline and should assist parents and school community members in contacting the appropriate school staff members with question or concerns. We encourage you to contact the staff member most immediately involved with your question or concern as the first contact. If the issue is not resolved, please progress through the flow chart.

Questions/ Concerns	First Contact	Second Contact	Third Contact
Academics	Teacher	Principal	Coordinator of Curriculum and Instruction
Athletics/CYO	Coach	Athletic Director & Principal	Project Manager for Youth Ministries
Behavior	Teacher	Principal	Coordinator of Curriculum and Instruction
Extra-Curricular Activities	Club Advisor	Teacher	Principal
Financial Aid	School Business Manager	Principal	Pastor/Pastoral Administrator
Medical	School Nurse	Teacher	Principal
Religion	Teacher	Principal	Coordinator of Curriculum and Instruction
Safety	Teacher	Principal	Superintendent
Special Education	Teacher	AIS Teacher & Principal	K-8 th Grade: School District of School Location; Preschool/Pre/K: School District of Residence
Transportation/ Bus Behavior	Driver	Principal	Transportation Department of District of Residence
Technology	Teacher	School Technology Coordinator	Principal
Tuition Payment	Tuition Management Company	School Business Manager	Principal/
Use of Facilities	Parish Office	Principal	Pastor/Pastoral Administrator

Additionally, except where noted above, the Superintendent is the Fourth Contact.

*The **PTA Liaison's** role is to keep you updated on PTA activities as well as a resource for you to share your ideas and concerns regarding PTA activities back with the PTA officers. This year PTA Liaisons will also serve as the "Room Parent," assisting teachers with holiday celebrations and coordinating volunteer activities. Please let your liaison know if you are interested in getting more involved. Many projects can be done on your own time and several one-time opportunities are available.*