

QUESTIONS?

PLEASE USE THE FOLLOWING PROCESS:

Step 1 Contact the teacher or staff member associated closest with the issue.

Step 2 If unanswered....Contact a principal or supervisor.

Step 3 If unanswered....Contact the superintendent or appropriate executive director:

SUPERINTENDENT: Contact if concerns are associated with human resources, special education, or technology.

BUSINESS/OPERATIONS: Contact if questions or concerns are associated with finances, food services or transportation.

STUDENT PERFORMANCE: Contact if concerns are related to District curriculum, testing and assessment, classroom instruction, report cards, school accreditation, or school improvement programs.

Step 4 If unanswered....Contact the superintendent, if issues are general District concerns. If you are not sure whom to contact your call will be directed to an appropriate staff member.

Step 5 If unanswered....Contact the Board of Education President, through the Superintendent's office.

PROBLEM SOLVING:

A Two-Way Process

Get Started

Establish your goal.

Agree to discussion guidelines:

Listen without interrupting.

Be honest in your discussions.

Listen and Define the Concern

What is the problem or concern?

Is there more than one perspective from which to view the problems?

Is the information each person has about the problem accurate?

Identify Solutions

Each person suggests at least one solution to the problem.

All parties evaluate each possible solution:

- ➔ Can all parties agree with the solution?
- ➔ Is everyone committed to working on the suggested solution?
- ➔ Will the solution work now and in the future?
- ➔ Is everyone willing to share equal responsibility for making the solution work?
- ➔ Does the solution tell who, when and how?

Move Forward

Agree upon a proposed solution and the role each party will have in implementing it.

Set a date for checking in with each other.

LUDINGTON AREA SCHOOLS

A Parent's Guide For Communicating With Your Child's School

Mission: The Ludington Area Schools, in partnership with the community, will achieve excellence in a positive environment where motivation and quality instruction ensure learning and equip students for success in society.

ADMINISTRATION OFFICE
809 EAST TINKHAM AVENUE
LUDINGTON, MI 49431
231-845-7303
WWW.LASD.NET

WHOM SHOULD YOU CONTACT?

To ask a question, share a concern, discuss an issue, or inquire about visiting your child's school, please start by contacting those persons who work most closely with your child.

CLASSROOM RULES & PROCEDURES...

Classroom Teacher

SCHOOL RULES & PROCEDURES...

Building Principal

ACADEMIC PROGRESS...

Classroom Teacher

ATHLETICS

Coach or Athletic Director

SOCIAL ISSUES...

Classroom Teacher or Counselor

TRANSPORTATION...

Bus Driver or Transportation Supervisor

NON-CLASSROOM ISSUES...

Building Principal or Supervisor

School Contact Information

LUDINGTON HIGH SCHOOL 231-845-3880

Steve Forsberg, Principal, sforsberg@lasd.net

Frank Marietta, Asst. Principal, fmarietta@lasd.net

ATHLETIC DEPARTMENT 231-845-3811

Greg Pscodna, Athletic Director gpscodna@lasd.net

Brent Gillett, Middle School Athletic Director &
Recreation Director, bgillett@lasd.net

OJ DE JONGE MIDDLE SCHOOL 231-845-3810

Mike Hart, Principal, mhart@lasd.net

Abby Schaperkotter, Assistant Principal, askaperkotter@lasd.net

Jon Schoon, Dean of Students, jschoon@lasd.net

LUDINGTON ELEMENTARY SCHOOL 231-845-3820

Katie Eisinger, Principal, keisinger@lasd.net

Ashela Trevino, Preschool Director, atrevino@lasd.net

Tim Hansen, Assistant Principal K-1, thansen@lasd.net

Randy Fountain, Assistant Principal 2-3, rfountain@lasd.net

Jenn Mackey, Assistant Principal 4-5, jmackey@lasd.net

CENTRAL ADMINISTRATION

SUPERINTENDENT'S OFFICE 231-845-7303 EXT. 2839

Dr. Kyle B. Corlett
kcorlett@lasd.net

BUSINESS SERVICES 231-845-7303 EXT. 2840

Laura Jacobs, Director
ljacobs@lasd.net

TRANSPORTATION SERVICES 231-845-3890

Deb Wilsey, Director
dwilsey@lasd.net

SPECIAL SERVICES 231-845-7303 EXT. 2861

Jessica Castonia, Coordinator
jcastonia@lasd.net

NUTRITION CENTER 231-845-7303 EXT. 2041 & EXT. 2080

Caryn Elam, Director
celam@lasd.net

DISTRICT TECHNOLOGY 231-845-7303 EXT. 2834

Andy Klevorn, Director
aklevorn@lasd.net

OPERATIONS Tyrone Collins, Supervisor tcollins@lasd.net