



Chain of Communication

On occasion, a parent may have a concern, complaint, suggestion or request related to a school or classroom issue, decision, policy, or practice. Many of these questions are easily and completely answered by communicating directly with the educator in charge of the class or program. Each situation should first be addressed at whatever level the initial action was taken with appeals moving on to the next level of the Chain of Communication. If you skip a level in the Chain of Communication you will be directed to the appropriate person. This Chain of Communication will be available on our website and in our handbook.

Classroom Issue Involving Your Child

- [Classroom Teacher](#); if not resolved...
- Division Principal; if not resolved...
 - [Sarah Ficarra \(LP – Kindergarten\)](#)
 - [Sarah Block \(1st – 7th\)](#)
- Head of School
 - [Tanya Price](#)

Athletics

- Coach; if not resolved...
- Athletic Director; if not resolved...
 - [Steve Avery](#)
- Head of School

Tuition and Finance

- Front Office; if not resolved...
 - [Janet Landry \(CC Office Manager\)](#)
 - [Beth Camet \(Registrar\)](#)
 - [Sophie Garrett \(Secretary\)](#)
- School Accountant; if not resolved...
 - [Lisa Andrews](#)
 - [Nicole Bonura](#)
- Head of School

Student Discipline Issue

- Classroom Teacher; if not resolved...
- Division Principal; if not resolved...
- Head of School

Facilities, Buildings, Grounds

- Division Principal – who will contact maintenance; if not resolved
- Head of School

IB Program

- IB Coordinator; if not resolved...
 - [Samantha Gammon](#)
- Division Principal; if not resolved...
- Head of School

Admissions and Special Events

- Dean of Students; if not resolved...
 - [Janet Pananos](#)
- Head of School

Technology

- Technology Coordinator; if not resolved...
 - [Alicia Ward](#)
- Division Principal; if not resolved...
- Head of School

Guidance/Evaluations/Class Distributions

- School Counselor; if not resolved...
 - [Megan McIntyre](#)
- Division Principal; if not resolved...
- Head of School

Extracurricular Activities

- [Activity Coordinator](#); if not resolved...
- Division Principal; if not resolved...
- Head of School