



**Port Huron Schools**  
Advocate Innovate Educate

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## Communicating with School Leaders for Parents

As situations arise when parents, guardians and students may have questions or concerns with regards to our district, it is important that a communication pathway and plan exists. Many questions can be most efficiently answered by the educator directly involved in the class or program. Occasionally, it is necessary to go beyond that person to another level of inquiry. As a way to make this process as effective and streamlined as possible, a communications protocol has been designed to help families use it as a reference. Port Huron Schools values all input and welcomes dialogue. Here is the process by which this can most effectively work in your child's education.

### **Athletics**

- STEP 1: Coach
- STEP 2: Athletic Director
- STEP 3: Building Principal
- STEP 4: Exec. Director of Ops and Innovation

### **Discipline**

- STEP 1: Teacher
- STEP 2: Building (Elementary) or Assistant Principal (Secondary)
- STEP 3: Director of Behavior Supports and Student Svcs.
- STEP 4: Exec. Director of Employee and Student Svcs.

### **Early Childhood**

- STEP 1: Early Childhood Center Front Office
- STEP 2: Building Principal
- STEP 3: Exec. Director of Instructional Svcs.

### **Facilities and Grounds**

- STEP 1: School Office
- STEP 2: Building Principal
- STEP 3: Director of Operations
- STEP 4: Exec. Director of Operations

### **Unresolved Questions of Concerns**

If questions and concerns have not been addressed after discussing them through the protocol pathway, you may address them with the Superintendent. The Superintendent is the leader of the district and the primary person responsible for overseeing all day-to-day operations with the school district.

Port Huron Schools welcomes the opportunity to work with all of our families, students and community shareholders.

### **Food and Nutrition Services**

- STEP 1: School main office
- STEP 2: Building Principal
- STEP 3: Director of Food Services
- STEP 4: Exec. Director of Business Services

### **Instruction and Curriculum**

- STEP 1: Classroom teacher
- STEP 2: Counselor
- STEP 3: Building Principal
- STEP 4: Director K-12 Instructional Svcs.
- STEP 5: Exec. Director of Instructional Svcs.

### **Special Education**

- STEP 1: Classroom teacher/Special Education Teacher
- STEP 2: Building Principal (Elementary) or Teacher Consultant (Secondary)
- STEP 3: Building Principal (Secondary only)
- STEP 4: Director of Special Education
- STEP 5: Exec. Director of Instructional Svcs.

### **Transportation**

- STEP 1: Director of Transportation
- STEP 2: Building Principal
- STEP 3: Exec. Director of Operations