

**GREEN BAY AREA PUBLIC SCHOOL DISTRICT
CONCERN PROCEDURES**

BOARD OF EDUCATION

Brenda Warren, President – (920) 246-1503
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Kristina Shelton, Trustee – (303) 883-2482
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We are committed to working closely with parents and guardians to resolve issues and concerns in a way that is mutually agreeable. The best place to start when addressing a question, problem or concern is where the problem can most quickly be resolved.

Using the following steps typically results in the most efficient way to resolve a concern, question, or problem that needs attention.

Step 1	If the question, problem or concern is occurring in your child’s classroom, please call your child’s classroom teacher . If there is a serious issue, you may wish to schedule a meeting rather than email or phone. You may also wish to include the principal if the concern is school wide.
Step 2	If resolution has not been reached to your satisfaction, and/or if the concern is school wide, please contact your child’s principal .
Step 3	<p>If resolution has not been reached to your satisfaction, please contact the office of the Superintendent at (920) 448-2100, and you will be forwarded to the appropriate person to address your area of concern and/or questions.</p> <p>You may also contact:</p> <ul style="list-style-type: none">• Executive Directors of Elementary Education or Executive Director of Secondary Education at (920) 448-7330• Associate Superintendent at (920) 448-2068 <p>If satisfactory resolution cannot be reached, please contact the Superintendent of Schools and Learning at (920) 448-2100.</p>
Step 4	If resolution still has not been reached to your satisfaction, please contact the Board of Education . Requests should be submitted in writing to the President of the Board of Education, Green Bay Area Public School District, P.O. Box 23387, Green Bay, WI 54305.

NOTE:

If you have specific questions related to **Special Education and/or Pupil Services**, please call **(920) 448-2131**.

If you have specific questions regarding **English Language** programs, please call **(920) 448-3564**.