

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

**BOARD OF EDUCATION**

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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.**

<b>Step 1</b>	If the question, problem or concern is occurring in your child’s classroom, please call your child’s <b>classroom teacher</b> . 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.
<b>Step 2</b>	If resolution has not been reached to your satisfaction, and/or if the concern is school wide, please contact your child’s <b>principal</b> .
<b>Step 3</b>	<p>If resolution has not been reached to your satisfaction, please contact the <b>office of the Superintendent at (920) 448-2100</b>, 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"><li>• <b>Executive Directors of Elementary Education or Executive Director of Secondary Education at (920) 448-7330</b></li><li>• <b>Associate Superintendent at (920) 448-2068</b></li></ul> <p>If satisfactory resolution cannot be reached, please contact the <b>Superintendent of Schools and Learning at (920) 448-2100</b>.</p>
<b>Step 4</b>	If resolution still has not been reached to your satisfaction, please contact the <b>Board of Education</b> . 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**.