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**

Dan Mesyar, Principal, dmesyar@lasd.net

Steve Forsberg, Assistant Principal, sforsberg@lasd.net

Athletic Department **231-845-3811**

Randy Fountain, Athletic Director, rfountain@lasd.net

OJ De Jonge Middle School **231-845-3810**

Mike Hart, Principal, mhart@lasd.net

Abby Schaperkotter, Assistant Principal, askaperkotter@lasd.net

Foster School **231-845-3820**

Brian Dotson, Principal, bdotson@lasd.net

Franklin School **231-845-3830**

Jan Jackoviak, Principal, jjackoviak@lasd.net

Lakeview School **231-845-3840**

Amber Kowatch, Principal, akowatch@lasd.net

PM ECC **231-845-3850**

Julie Marshall, Director, jmarshall@lasd.net

Central Administration

Superintendent's Office
231-845-7303 Ext. 2839
Jason J. Kennedy, Superintendent
jkennedy@lasd.net

Business Services; Buildings & Grounds
231-845-7303 Ext. 2840
Bruce Doggett, Director
bdoggett@lasd.net

Transportation services
231-845-3890
Deb Wilsey, Supervisor
dwilsey@lasd.net

Special Services
231-845-7303 Ext. 2861
Laura Kassanos, Coordinator
lkassanos@lasd.net

Nutrition Center
231-845-7303 Ext. 2041 & Ext. 2080
Donna Garrow, Supervisor
dgarrow@lasd.net

District Technology
231-845-7303 Ext. 2834
Andy Klevorn, Director
aklevorn@lasd.net