

**The Smithtown Central School District** encourages questions from parents and community members about school-related matters. We support direct, open, and respectful communications so that questions and concerns can be resolved quickly and efficiently. Communication should begin with the staff member closest to the situation, as that individual will usually have the most information. Appropriate communication channels for a variety of topics are listed below.

• **Adult Education**

- Step 1: Adult Continuing Education Main Office
- Step 2: Adult Basic Education Main Office
- Step 3: Director of Adult Education

• **After-School Activities**

- Step 1: Building Main Office

• **Budget Concerns/Taxes**

- Step 1: Assistant Superintendent for Finance and Operations

• **Classroom Issues Relating to an Individual Child**

(Classroom procedures, classroom behavior, grades, schedules, etc.)

**Elementary:**

- Step 1: Classroom Teacher
- Step 2: Building Principal
- Step 3: Assistant Superintendent for Instruction and Administration

**Secondary:**

- Step 1: Subject Teacher
- Step 2: School Counselor
- Step 3: Assistant Principal/Department Administrator (as advised by school counselor)
- Step 4: Building Principal
- Step 5: Assistant Superintendent for Instruction and Administration

• **Curriculum and Assessment Questions**

(subject matter included in curriculum, textbooks and materials, NYS Assessments, Regents examinations, etc.)

**Elementary:**

- Step 1: Classroom Teacher
- Step 2: Building Principal
- Step 3: Department Administrator
- Step 4: Assistant Superintendent for Curriculum and Assessment

**Secondary:**

- Step 1: Subject Teacher
- Step 2: Department Administrator
- Step 3: Building Principal
- Step 4: Assistant Superintendent for Curriculum and Assessment

• **Employment**

- Step 1: Assistant Superintendent for Personnel

• **Extracurricular Activities**

- Step 1: Activity Advisor
- Step 2: Assistant Principal
- Step 3: Building Principal
- Step 4: Assistant Superintendent for Instruction and Administration

• **PowerSchool Parent Portal**

- Step 1: School Main Office
- Step 2: Information Technology Specialist

• **Medical Concerns**

- Step 1: School Nurse
- Step 2: Building Principal
- Step 3: Coordinator of Physical Education, Health, Athletics and Nurses
- Step 4: Assistant Superintendent for Instruction and Administration

• **Athletics**

- Step 1: Coach
- Step 2: Director of Physical Education, Health, Athletics and Nurses
- Step 3: Building Principal
- Step 4: Assistant Superintendent for Instruction and Administration

• **Registration/Residency**

- Step 1: Senior Office Assistant-Registration
- Step 2: Assistant Superintendent for P.P.S. (for general registration) or Assistant Superintendent for Instruction and Administration (SCOPE Pre-K and building-specific concerns)

• **School Lunch**

- Step 1: Food Service Director
- Step 2: Assistant Superintendent for Finance and Operations

• **Individual Student Social/Emotional Needs**

**Elementary:**

- Step 1: Classroom Teacher
- Step 2: Social Worker or School Psychologist
- Step 3: Principal
- Step 4: Assistant Superintendent for Pupil Personnel Services

**Secondary:**

- Step 1: Guidance Counselor, Social Worker or Psychologist
- Step 2: Assistant Principal
- Step 3: Building Principal
- Step 4: Assistant Superintendent for Pupil Personnel Services

• **Special Education**

**For Initial Evaluation:**

- Step 1: School Psychologist on students' grade level
- Step 2: Special Education Administrator Office on student's grade level
- Step 3: Assistant Superintendent Pupil Personnel Services

**For Current Students:**

- Step 1: Classroom Teachers (General Education and/or Special Education)
- Step 2: School Psychologist (on student's grade level) or Guidance Counselor (for secondary students)
- Step 3: Building Administration or Special Education Administrator on student's grade level
- Step 4: Assistant Superintendent for Pupil Personnel Services

• **Fine Arts (Music, Art)**

- Step 1: Teacher
- Step 2: Director of Fine Arts
- Step 3: Building Principal
- Step 4: Assistant Superintendent for Curriculum and Assessment

• **Transportation (Urgent)**

- Step 1: Transportation Office
- Step 2: School Office
- Step 3:

Teacher, Counselor, Coach, etc.

[Email Address](#)

**Phone call:** Call building to make an appointment  
(see below for building phone numbers).

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