

GOCOA of Port Jefferson Greek Afternoon School

Rules of Protocol for the School Year

Finding Answers

Dear Parents & Staff:

When parents have a question or concern about their child's class work or progress in their class, they should contact the teacher. The teacher who works with the student knows the child and can generally help solve the difficulty. If the teacher has a concern (grades, homework, and attendance) about a child, please speak directly to the parent.

Next, parent should contact the principal if the teacher does not offer a satisfactory resolution. If satisfaction is not achieved, then the principal will schedule a meeting with the parent, teacher and himself/herself. If a parent's concern is of a more general nature and involves the activities of or during school, the principal should be contacted directly. If the question remains unresolved, the parent may choose to contact the school board president.

If a parent's concern is of a more general nature that involves for example, the facilities or church membership, they should contact Parish Office.

In the case of a grievance against a professional, staff member, another parent or if a teacher has a grievance about a parent:

1. Speak to the principal. If the situation is still unresolved:
2. Contact the president of the School Board or any school board member
3. If necessary, the school board president may seek advisement from Priest or PC President.

The Greek School Board cannot consider or take action on any letters or communications that are unsigned. We will attempt anonymity of individuals registering concerns or allegations in writing will be respected if requested, but such communications must bear the name and signature of the writer. We are not looking to mis-quote anyone or disseminate and wrong information. We ask only that if you have a question, please ask the appropriate person for clarification or go directly to the source.

Cc Parish Council

GS Policy Implemented in 2012 (revised)