SECURITY CONCERNS:
Anonymous Tip Line: 516.345.7023
Email: fmetzger@rufsd.org
Director of Security: Fred Metzger, 516.345.7023

WHO DO I CONTACT?

The Roosevelt Union Free School District's communication protocol helps to promote direct, open and respectful interactions so that problems and concerns can be worked out quickly and efficiently. The district encourages any and all questions from parents and residents regarding school matters.

ATHLETICS

Step 1: Coach; if not resolved…
Step 2: Director of Athletics; if not resolved…
Step 3: Assistant Superintendent for Human Resources and Professional Development; if not resolved…
Step 4: Superintendent of Schools

BUDGET

Step 1: Assistant Superintendent for Business; if not resolved…
Step 2: Superintendent of Schools

BUILDINGS-SCHEDULING THE USE OF FACILITIES BY GROUPS

Step 1: Director of Facilities; if not resolved…
Step 2: Assistant Superintendent for Business; if not resolved…
Step 3: Superintendent of Schools

CLASSROOM ISSUES INVOLVING AN INDIVIDUAL CHILD

(Classroom procedure, behavior, grades, schedule, etc.)
OR

CURRICULUM AND INSTRUCTION

(Subject matter being taught, teaching strategies, textbooks and materials used, etc.)
For Grades K-12:
Step 1: Classroom Teacher; if not resolved...
Step 2: Department Chairperson; if not resolved...
Step 3: Building Administrator; if not resolved...
Step 4: Assistant Superintendent for Curriculum and Instruction; if not resolved…
Step 5: Superintendent of Schools

CO-CURRICULAR PROGRAMS

Step 1: Activity Adviser; if not resolved…
Step 2: Building Administrator; if not resolved…
Step 3: Assistant Superintendent for Curriculum and Instruction; if not resolved…
Step 4: Superintendent of Schools

EMPLOYMENT AND CERTIFICATION

Step 1: Assistant Superintendent for Human Resources; if not resolved…
Step 2: Superintendent of Schools

GUIDANCE

For Grades Pre-K-6:
Step 1: Teacher; if not resolved…
Step 2: School Psychologist; if not resolved…
Step 3: Building Administrator; if not resolved…
Step 4: Assistant Superintendent for Curriculum and Instruction; if not resolved…
Step 5: Superintendent of Schools

For Grades 7-12:
Step 1: Teacher; if not resolved…
Step 2: Guidance Counselor; if not resolved
Step 3: Building Administrator; if not resolved…
Step 4: Assistant Superintendent for Curriculum and Instruction; if not resolved…
Step 5: Superintendent of Schools

MEDICAL CONCERNS, Pre-K-12

Step 1: School Nurse; if not resolved…
Step 2: Building Administrator; if not resolved…
Step 3: Director of Physical Education and Health; if not resolved…
Step 4: Assistant Superintendent for Curriculum and Instruction; if not resolved…
Step 5: Superintendent of Schools

REGISTRATION AND RESIDENCY

Step 1: Central Registration Office; if not resolved…
Step 2: Attendance Officer; if not resolved…
Step 3: Coordinator for Data and State Reporting; if not resolved
Step 4: Director of Pupil Personnel Services, if not resolved…
Step 5: Assistant Superintendent for Human Resources; if not resolved…
Step 6: Superintendent of Schools

SCHOOL PERSONNEL

Step 1: Building Administrator; if not resolved…
Step 2: Assistant Superintendent for Human Resources; if not resolved…
Step 3: Superintendent of Schools

SPECIAL EDUCATION

For Grades Pre-K-12:
Step 1: Teacher; if not resolved…
Step 2: Building Administrator; if not resolved…
Step 3: Director of Pupil Personnel Services; if not resolved…
Step 4: Assistant Superintendent for Curriculum and Instruction; if not resolved…
Step 5: Superintendent of Schools

TRANSPORTATION

(Pickup, route problems, etc.)
Step 1: Supervisor of Transportation; if not resolved…
Step 2: Assistant Superintendent for Business; if not resolved;
Step 3: Assistant Superintendent for Human Resources; if not resolved…
Step 4: Superintendent of Schools

TRANSPORATION CONCERNS – OTHER

(Behavior on school buses, etc.)
For Grades Pre-K-12
Step 1: Bus Driver; if not resolved…
Step 2: Building Administrator; if not resolved…
Step 3: Supervisor of Transportation; if not resolved…
Step 4: Assistant Superintendent for Business; if not resolved…
Step 5: Assistant Superintendent for Human Resources; if not resolved…
Step 6: Superintendent of Schools

If your issue has not been resolved after following all of the appropriate steps in the communication protocol, you may contact the Board of Education by sending a letter or attending a scheduled board meeting.