

# WHOM DO I CALL?

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.



**In all cases, begin your communication with Step 1. If not resolved, proceed through the steps in numerical order.**

- **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:** Bus Company
- Towne Bus (large buses): 631-862-2019
- Suffolk Trans (mini buses): 631-737-0695 x16

**Transportation (Non-urgent)**

- Step 1:** Transportation Office
- Step 2:** Assistant Superintendent for Finance and Operations

**If your question or concern is not resolved using the communication channels listed above, please call the Superintendent's Office at (631) 382-2005.**

# CONTACT INFORMATION



## Teacher, Counselor, Coach, etc.

### Email Address

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

## Principal/Building Administration

### Email Address

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

## School Phone Numbers

Accompsett Elementary ..... (631) 382-4155  
Dogwood Elementary ..... (631) 382-4255  
Mills Pond Elementary ..... (631) 382-4305  
Mt. Pleasant Elementary ..... (631) 382-4355  
Smithtown Elementary ..... (631) 382-4505  
St. James Elementary ..... (631) 382-4455  
Tackan Elementary ..... (631) 382-2675  
Accompsett Middle School ..... (631) 382-2305  
Great Hollow Middle School ..... (631) 382-2805  
Nesaquake Middle School ..... (631) 382-5105  
Smithtown High School East ..... (631) 382-2705  
Smithtown High School West ..... (631) 382-2905

## Departments, Directors and Administrators

Adult Education: ..... (631) 382-2181

### Basic (ESL and HS Equivalency) Continuing

## Assistant Superintendent for

Curriculum and Assessment: ... (631) 382-2035

## Assistant Superintendent for

Finance and Operations: ..... (631) 382-2115

## Assistant Superintendent for

Instruction and Administration: (631) 382-2030

## Assistant Superintendent for

Personnel: ..... (631) 382-2165

## Assistant Superintendent for

Pupil Personnel Services: ..... (631) 382-2075

## Career and Technical Education

(Business, Family and Consumer Science, Technology) ..... (631) 382-5211

Fine Arts (Art, Music) ..... (631) 382-2982

Food Service Director ..... (631) 382-5500

Guidance ..... (631) 382-2014

Health/Nurses ..... (631) 382-2100

## Information/Instructional

Technology ..... (631) 382-2050

Mathematics ..... (631) 382-3041

## Pupil Personnel Services/

Special Education ..... (631) 382-2075

Purchasing ..... (631) 382-2150

Registration ..... (631) 382-2024

Science ..... (631) 382-3052

Social Studies ..... (631) 382-3059

## Special Education

Elementary Special Education: ... (631) 382-2394

Middle School Special Education: (631) 382-5185

High School Special Education: .. (631) 382-2072

Transportation ..... (631) 382-4100

World Languages/ENL ..... (631) 382-3064

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