

BELMONT PUBLIC SCHOOLS CONTACT GUIDELINES

TO ACCOMPANY SECTIONS 1017, 1018 & 1019

NATURE OF CONCERN	INITIAL CONTACT	NEXT CONTACT	NEXT CONTACT
Student Placement Academic Progress; Discipline	Teacher	Curriculum Director	Principal
Teaching Methods	Teacher	Curriculum Director	Principal
Curriculum	Teacher	Principal	Curriculum Director
Counseling; Student Adjustment	Counselor	Principal	Director of Student Services
Student Schedule: MS HS	Counselor Counselor	Assist. Headmaster Assist. Principal	Headmaster Principal
Special Needs Concerns	Teacher/ Counselor	Special Ed Staff	Principal/ Director of Student Services
Special Needs Transportation	Office of Director Services	Director of Student Services	Director of Student Services of Student
School Traffic Guards; Transportation	Office of Director of Finance and Administration	Director of Finance and Administration	
Early Childhood; Preschool Screening and Programs	Early Childhood	Director of Student Services Coordinator	

NATURE OF CONCERN	INITIAL CONTACT	NEXT CONTACT	NEXT CONTACT
Title I Program	Title I Preschool Teacher	Director of Title I Program	Principal of Title I School
School Lunch Program	Director of Food Services	Director of Finance and Administration	
Sports	Coach	Director of Athletics and Student Activities	Principal
Community Learning; Summer School	Director of Program	Assistant Superintendent for Curriculum and Instruction	
Facilities Issues	Principal	Director of Finance and Administration	
District Policy	Superintendent	School Committee	