
GENERAL SCHOOL INFORMATION

PARENT/GUARDIAN COMMUNICATION MAP

August 2023

Dear Littleton Parents/Guardians:

Our school district consistently looks for ways to promote good communication – with parents, guardians, businesses, the Town, and within and among the schools themselves.

This Parent/Guardian Communication Map is a tool designed to help parents and guardians obtain assistance when they have questions, comments or concerns about the educational program or some aspect of their children's school experience.

The map indicates initial contact points where parents and guardians should begin with various kinds of inquiries, concerns or ideas. In the “referral” column, the map also lays out the next step parents and guardians may take if their problem is not resolved or their question cannot be answered through the initial contact. The structure of the map is grounded in one underlying principle: If the solution to a problem is achieved at the level closest to that problem, the result will be more effective and lasting.

We would like to emphasize the importance of this map structure when it comes to classroom inquiries. Your children’s teachers will provide information about how to contact them at fall back-to-school nights or even earlier via memo or other communication.

Please bring any question related to classroom issues to the teacher first. Supervisors and administrators are willing to listen to questions and concerns related to classroom issues, but if you haven’t spoken to the teacher yet, they will ask you to begin there. Most problems can be resolved when parents and guardians take this initial step. Teachers are interested in the concerns of parents and guardians and want to address those concerns in an open and professional manner.

If you have any suggestions regarding this map, please share them with your building principal. Thank you.

Sincerely,

Dr. Kelly R. Clenchy, Superintendent
Littleton Public Schools

Littleton Public Schools
PARENT/GUARDIAN COMMUNICATION MAP

NATURE OF CONCERN	CATEGORY	INITIAL CONTACT	REFERRAL
Policy	Schoolwide	Principal	Superintendent
Student Placement	Kindergarten Registration/ placement Classroom	Principal Principal	Director of Student Services Superintendent
Student Records	Content/Availability	Principal	Director of Student Services (Special Education), Executive Administrative Assistant to the Superintendent (all other records)
Transportation	Busing	Principal	Business Manager
Transportation- Special Education	Transportation	Principal	Director of Student Services
Student Progress	Academic Progress Social Development	Teacher Teacher/Counselor	Principal Principal
Student Discipline	Classroom Lunchroom Playground/Recess/Bus	Teacher Teacher Teacher	Principal/Assistant Principal Principal/Assistant Principal Principal/Assistant Principal
Curriculum	Content Policy	Teacher Teacher	Principal/Curriculum Coordinator Principal/Director of Teaching and Learning
Scheduling Issues	Building Based Inquiries	Guidance Counselor	Principal
Individual Learning Needs	Regular Education/ Special Education	Counselor/Special Educator	Counselor/ Director of Student Services
Preschool Screening	Preschool Screening	Preschool Teacher	Principal
Kindergarten Screening	Kindergarten Screening	Kindergarten Teacher	Principal/Director of Student Services
School Specific Staffing	School Assigned Staff	Principal	Superintendent
Counseling	Program/Student Performance	Counselor	Principal/Counselor/Director of Student Services
Extended Day Opportunities Tigers' Den	Programs Registration Information Extended Day Care	Tigers' Den	Tigers' Den and/Business Manager
Home and Hospital Tutoring and Programming	Referrals from Physician	Principal	Principal and/or Director of Student Services
Health	Medical Issues	School Nurse	Director of Student Services
Instant Alert	School - related	Principal	Technology Systems Coordinator
Web site	School - related District - related	Principal Technology Coordinators	Technology Systems Coordinator Technology Systems Coordinator
Athletics	Building based schedules or team events	Coach and Athletic Director	Athletic Director
Bullying and Harassment	School	School Principal/Assistant Principal	Director of Student Services Superintendent

DISTRICT CONTACTS

Superintendent	Kelly R. Clenchy	978-540-2500
Director of Student Services	Lyn Snow	978-540-2503
Student Services Liaison	Jay Breen	978-540-2503
Director of Teaching and Learning	Elizabeth Steele	978-540-2505
Business Manager	Steve Mark	978-540-2508
Technology Systems Coordinator	Natalie Croteau	978-952-2555
Instructional Technology Coordinator	Julie Lord	978-952-2555
Shaker Lane Principal	Michelle Kane	978-486-3959
Shaker Lane AP	Rebecca Deacon	978-486-3959
Russell Street Principal	Cheryl Temple	978-540-2520
Russell Street AP	Andrea Romano	978-540-2520
Middle School Principal	Jason Everhart	978-486-8938
Middle School AP	Matt LeVangie	978-486-8938
High School Principal	John Harrington	978-952-2555
High School AP	Keith Comeau	978-952-2555
Tigers Den	Director of Tigers' Den	978-540-2555
Parks & Recreation Department	Alicia Day	978-540-2491

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