



GREENDALE SCHOOLS COMMUNICATION GUIDELINES

Effective communication is an expectation within the Greendale School District. In partnership with families and the broader community, Greendale Schools offers these guidelines to ensure communication that enables key stakeholders to share in a problem-solving process.

School Offices

Greendale High School	423-0110
Greendale Middle School	423-2800
Canterbury Elementary	423-2770
College Park Elementary	423-2850
Highland View Elementary	423-2750
Greendale Park & Recreation	423-2790

School Board Members

Kathleen Wied-Vincent, President	kathleen.wied-vincent@greendaleschools.org
Rob Kobleska, Vice President	robert.kobleska@greendaleschools.org
Kristin Settle, Clerk	kristin.settle@greendaleschools.org
Tassia Hughes, Treasurer	tassia.hughes@greendaleschools.org
Brian Bock, Member	brian.bock@greendaleschools.org

<p style="text-align: center;">STEP 1</p> <ol style="list-style-type: none"> 1. Speak to the person directly involved. Discuss factually your concern. 2. Wait at least 2 school days for a reply or to see changes or a different outcome. 3. If the reply, changes or outcome are to your satisfaction, please thank those responsible. 4. If the reply, changes or outcome are not satisfactory, please proceed to STEP 2 	<p style="text-align: center;">STEP 3</p> <ol style="list-style-type: none"> 1. If you need to schedule an appointment with the Superintendent, please call the District Office at (414) 423-2702. 2. Convey to the Superintendent the steps you have taken and the results that have brought you to see him/her. 3. Wait at least 2 school days for a reply or to see changes or a different outcome. 4. If the reply, changes or outcome are to your satisfaction, please thank those responsible. 5. If the reply, changes or outcome are not to your satisfaction, proceed to STEP 4.
<p style="text-align: center;">STEP 2</p> <ol style="list-style-type: none"> 1. Speak with the person's immediate supervisor. Please provide as many FACTS as possible. 2. Wait at least 2 school days for a reply or to see changes or a different outcome. 3. If the reply, changes or outcome are to your satisfaction, please thank those responsible. 4. If the reply, changes or outcome are not satisfactory, please proceed to STEP 3. 	<p style="text-align: center;">STEP 4</p> <ol style="list-style-type: none"> 1. Please contact the Superintendent to schedule a meeting with the School Board. 2. Explain your concern to the School Board during a scheduled session. 3. Wait at least 2 school days for a reply or to see changes or a different outcome. 4. If the reply, changes or outcome are to your satisfaction, please thank those responsible. 5. The School Board responds and makes decisions based on the evidence provided. The Board's decision is final.