

To whom do I direct my question or concern?

Weston High School seeks to promote efficient and effective communication in order to best serve students and families. In all circumstances, communication should begin with the staff member closest to the situation, as that person will have the most information. At times, it may be necessary to involve additional personnel. In order to identify the appropriate point of contact to address your question/concern, please refer to the communication protocols listed below. Please keep in mind, our staff are busy working with students during the school day; please allow 24 hours for a response.

ATHLETICS

Step 1: Coach; if not resolved:
Step 2: Director of Athletics; if not resolved:
Step 3: Principal.

ATTENDANCE

Step 1: Attendance Line; if not resolved:
Step 2: Assistant Principal; if not resolved:
Step 3: Principal.

CLASSROOM ISSUES (EXPECTATIONS, BEHAVIOR, FEEDBACK ETC.)

Step 1: Classroom teacher; if not resolved:
Step 2: Assistant Principal; if not resolved:
Step 3: Principal.

COUNSELING/MENTAL HEALTH

Step 1: School Counselor; if not resolved:
Step 2: Director of School Counseling; if not resolved:
Step 3: Assistant Director of Pupil Services; if not resolved:
Step 4: Director of Pupil Services.

GRADES

Step 1: Classroom teacher; if not resolved:
Step 2: Assistant Principal; if not resolved:
Step 3: Principal.

IEP/504 PLANS

Step 1: Case Manager; if not resolved:
Step 2: Assistant Principal; if not resolved:
Step 3: Assistant Director of Pupil Services; if not resolved:
Step 4: Director of Pupil Services.

INSTRUCTION (CURRICULUM, PLACEMENT, MATERIALS/BOOKS, HOMEWORK, ETC.)

Step 1: Classroom teacher; if not resolved:
Step 2: Curriculum Instructional Leader; if not resolved:
Step 3: Assistant Principal; if not resolved:
Step 4: Principal; if not resolved:
Step 5 Assistant Superintendent for Curriculum & Instruction.

MEDICAL CONCERNS

Step 1: School Nurse; if not resolved:
Step 2: Assistant Principal; if not resolved:
Step 3: Principal; if not resolved:
Step 4: Director of Pupil Services.

OPEN CAMPUS

Step 1: Assistant Principal; if not resolved:
Step 2: Principal.

PARKING

Step 1: High School Bookkeeper; if not resolved:
Step 2: Assistant Principal; if not resolved:
Step 3: Principal.

POST-SECONDARY PLANNING

Step 1: School Counselor and/or College & Career Counselor; if not resolved,
Step 2: Director of School Counseling.

POWERSCHOOL TECHNICAL QUESTIONS

Step 1: HelpDesk@westonps.org; if not resolved:
Step 2: Assistant Principal; if not resolved:
Step 3: District Data Coordinator; if not resolved:
Step 4: Director of Digital Learning & Technology.

SCHOOL ACTIVITIES/CLUBS (NON-ATHLETIC)

Step 1: Club advisor; if not resolved:
Step 2: Assistant Principal; if not resolved:
Step 3: Principal.

SCHOOL LUNCH

Step 1: Food Services Accounts Manager; if not resolved:
Step 2: Director of Food Services; if not resolved:
Step 3: Director of Finance & Operations.

SENIOR EXPERIENCE

Step 1: College & Career Counselor; if not resolved:
Step 2: Director of School Counseling; if not resolved:
Step 3: Assistant Principal; if not resolved:
Step 4: Principal.

STANDARDIZED TESTING

Step 1: School Counselor; if not resolved:
Step 2: Director of School Counseling, if not resolved:
Step 3: Assistant Principal.

STUDENT EMAIL

Step 1: Library Assistant; if not resolved:
Step 2: Assistant Principal; if not resolved:
Step 3: Director of Digital Learning & Technology.

STUDENT SCHEDULE

Step 1: School Counselor; if not resolved:
Step 2: Assistant Principal; if not resolved:
Step 3: Principal.

SUSPECTED BULLYING/HARASSMENT/DISCRIMINATION

Step 1: Assistant Principal; if not resolved:
Step 2: Principal; if not resolved:
Step 3: Assistant Director of Pupil Services; if not resolved:
Step 4: Director of Pupil Services.

SUSPECTED THEFT

Step 1: School Resource Officer; if not resolved:
Step 2: Assistant Principal; if not resolved:
Step 3: Principal.

TRANSCRIPT REQUESTS

Step 1: Registrar; if not resolved:
Step 2: Director of School Counseling; if not resolved:
Step 3: Assistant Principal.

TRANSPORTATION

Step 1: Bus Garage; if not resolved:
Step 2: Director of Finance & Operations.

Important Phone Numbers

Athletics (203) 221-6519
Attendance (203) 221-6501
Bus Garage (203) 454-1984
Food Services (203) 221-6576

Nurse (203) 221-6506
Parking (203) 221-6500 x4118
School Counseling (203) 221-6509
School Resource Officer (203) 221-6522

Voicemail for teachers (203) 221-6500 (use directory and dial voicemail extension)