

Liberty School District No. 25

Guide to Solving Problems and Getting Answers Fast

The following procedures have been established to effectively and efficiently respond to questions and suggestions from parents and community members.

Schools

- Step 1 – Classroom teacher; if not resolved...
- Step 2 – School Administrator; if not resolved...
- Step 3 – Administrative Assistant to Superintendent; if not resolved...
- Step 4 – Assistant Superintendent; if not resolved...
- Step 5 – Superintendent

Curriculum Gifted Questions

(State standards, material being taught, textbooks and materials)

- Step 1 – Classroom teacher; if not resolved...
- Step 2 – School Administrator; if not resolved...
- Step 3 – Curriculum and Instruction Coordinator; if not resolved...
- Step 4 - Assistant Superintendent of Educational Services; if not resolved...
- Step 5 - Superintendent

Gifted Questions

- Step 1 - Classroom Teacher, if not resolved...
- Step 2 - School Administrator, if not resolved...
- Step 3 - Assistant Superintendent of Educational Services, if not resolved...
- Step 4- Superintendent

Medical Questions and Concerns

- Step 1 – School Health Assistant; if not resolved...
- Step 2 – School Administrator; if not resolved...
- Step 3 – Executive Director of Special Education Services; if not resolved...
- Step 4 – Assistant Superintendent of Educational Services; if not resolved...
- Step 5 - Superintendent

Student Behavior (including bus behavior)

- Step 1 – Classroom teacher (if bus behavior, proceed to step 2); if not resolved...
- Step 2 - School Administrator; if not resolved...
- Step 3 – Assistant Superintendent of Support Services; if not resolved...
- Step 4 – Superintendent

Student Registration (including Open Enrollment)

- Step 1 – District Student Information Specialist (if Open Enrollment proceed to step 3, if ParentVue step 4); if not resolved...
- Step 2 – Student Management System Analyst; if not resolved...
- Step 3 – District Secretary if not resolved...
- Step 4 – Student Management System Analyst if not resolved...
- Step 5 – Executive Director of Technology; if not resolved...
- Step 6 – Superintendent Office

Special Education / Special Needs

- Step 1 – Special Education teacher; if not resolved...
- Step 2 – School Psychologist; if not resolved...
- Step 3 – School Administrator; if not resolved...
- Step 4 – Executive Director of Special Services; if not resolved...
- Step 5 – Assistant Superintendent of Educational Services; if not resolved...
- Step 6 – Superintendent

Early Entrance Kindergarten Questions

- Step 1 - Classroom teacher, if not resolved...
- Step 2 - School Administrator, if not resolved...
- Step 3 - Educational Services Coordinator, if not resolved...
- Step 4 - Assistant Superintendent of Educational Services, if not resolved...
- Step 5 - Superintendent

After School Activities (clubs, etc.)

- Step 1 – Activity Sponsor; if not resolved...
- Step 2 – School Administrator; if not resolved...
- Step 3 – Administrative Assistant to Superintendent; if not resolved...
- Step 4 – Assistant Superintendent of Support Services; if not resolved...
- Step 5 – Superintendent

Athletics

- Step 1 – Coach; if not resolved...
- Step 2 – School Athletic Director; if not resolved...
- Step 3 – School Administrator; if not resolved...
- Step 4 – District Athletic Director; if not resolved...
- Step 5 – Assistant Superintendent of Support Services; if not resolved...
- Step 6 – Superintendent

After School Activities (extended day)

- Step 1 – Primary Site Leader; if not resolved...
- Step 2 – LEAP Program Specialist; if not resolved...
- Step 3 – Assistant Superintendent of Support Services; if not resolved...
- Step 4 – Superintendent

Transportation (Bus stops, route problems, etc.)

- Step 1 – Transportation Router/Dispatch; if not resolved...
- Step 2 – Transportation Supervisor; if not resolved...
- Step 3 – Assistant Superintendent of Support Services; if not resolved...
- Step 4 – Superintendent

Budget and Finance Questions

- Step 1 – Procurement/Grant Specialist, if not resolved...
- Step 2 – Executive Director of Finance; if not resolved...
- Step 3 – Superintendent

Facility Usage

- Step 1 – Site Office; if not resolved...
- Step 2 - School Administrator; if not resolved...
- Step 3 – Procurement/Grant Specialist
- Step 4 --Executive Director of Finance; if not resolved...
- Step 5 – Assistant Superintendent of Support Services; if not resolved...
- Step 6 - Superintendent

Food Services

- Step 1 – School Cafeteria Manager; if not resolved...
- Step 2 – School Administrator; if not resolved...
- Step 3 – Food Service Director; if not resolved...
- Step 4 – Assistant Superintendent of Support Services; if not resolved...
- Step 5 – Superintendent

Maintenance

- Step 1 – Help Desk Ticket (if parent/community member move to step 2); if not resolved...
- Step 2 – School Administrator; if not resolved...
- Step 3 – Maintenance Supervisor; if not resolved...
- Step 4 – Assistant Superintendent of Support Services; if not resolved...
- Step 5 – Superintendent

Technology Services

- Step 1 – Help Desk Ticket (if parent/community member proceed to step 2); if not resolved...
- Step 2 – Sr. Network Administrator; if not resolved...
- Step 3 – Executive Director of Technology; if not resolved...
- Step 4 – Superintendent

Human Resources

- Step 1 – Human Resources Generalist; if not resolved...
- Step 2 – Assistant Superintendent of Support Services; if not resolved...
- Step 3 – Superintendent

Governing Board / Flyer Requests / Media

- Step 1 – Superintendent

Phone Numbers/Extensions

Estrella Mountain ES	623.327.2820
Freedom ES	623.327.2850
Las Brisas Academy	623.327.2860
Liberty ES	623.327.2810
Rainbow Valley ES	623.327.2830
Westar ES	623.327.2840
District Office	623.474.6600