

WHERE DO I START?

Communication Guidelines for Parents and Guardians

Dr. Linda Adamson, Superintendent

(831) 646-6553 | www.pgusd.org



PGUSD is dedicated to providing you with transparent information about your child's education in a timely manner. We want you to feel comfortable addressing your questions about our District. With direct and respectful communication, most issues are resolved at the school level. Please present your questions and concerns in this order.

STEP 1: TEACHER

Contact the classroom teacher directly via email or phone if you have any questions related to your child or their learning.

If you haven't heard from the teacher in a reasonable amount of time or if, after discussion, the issue has not been resolved move to step 2.



STEP 2: ASSISTANT PRINCIPAL OR PRINCIPAL

Call or email the school to arrange direct contact with the Assistant Principal. They may then advise you to talk to your child's counselor or the Principal.

If you are dissatisfied or the situation has not been resolved, move to step 3.



STEP 3: RELEVANT DISTRICT ADMINISTRATOR

Keep information on the names of all the staff members with whom you have spoken and the dates of your conversations. Contact the appropriate district administrator.

If the situation has not been resolved, move to step 4.



STEP 4: SUPERINTENDENT

The Superintendent supervises District Office and PGUSD school staff. You can contact Dr. Adamson via the District phone or website - <https://www.pgusd.org/Contact-Us/index.html>

The Superintendent may arrange a virtual or in-person meeting.

If you are dissatisfied or the situation has not been resolved, move to step 5.



STEP 5: BOARD OF EDUCATION

The Board of Education has been elected by the community to provide leadership and citizen oversight of the District. The Board shall ensure that the District is responsive to the values, beliefs, and priorities of the community.

You can contact Board Members via email - <https://www.pgusd.org/Board/index.html>

You may speak at open comment during a Board Meeting:

<https://www.pgusd.org/Board/Board-Meetings-Agendas--Packets/index.html>