### ACADEMIC CONCERNS (Grades/Assignments)
- Step 1 – Contact the Teacher
- Step 2 – Contact the Assistant Principal
- Step 3-Contact the Principal

### DISCIPLINARY CONCERNS (Detentions, etc)
- Step 1 – Contact the Teacher
- Step 2 – Contact the Climate Specialist- Mrs. Lynch
- Step 3–Contact the Climate Manager- Mrs. Ricks
- Step 4- Contact the Principal

### SPECIAL EDUCATION CONCERNS: (IEPs, Accommodations, etc)
- Step 1 – Contact the Teacher
- Step 2 – Contact the Special Ed Case Manager
- Step 3 – Contact the Principal

### ATTENDANCE and EARLY DISMISSALS (Excuse notes, requests for early dismissals, reconciliation of absences or lateness)
- Step 1 – Contact the Secretary – Mrs. Kellie
- Step 2 – Contact the School Counselor (Truancy)- Mrs. Mackenzie
- Step 3 - Contact the Principal

### HEALTH CONCERNS AND MEDICAL ACCOMMODATIONS
- Step 1 – Contact the Nurse- Ms. Suber
- Step 2 – Contact the Principal

### TECHNOLOGY CONCERNS
- Step 1- Contact the teacher
- Step 2- Contact our Technology Teacher Leader- Ms. McClendon

### BEHAVIOR HEALTH CONCERNS/MIDDLE SCHOOL APPLICATIONS
- Step 1 – Contact the Counselor- Mrs. Mackenzie
- Step 2 – Contact the Principal

### ADMINISTRATIVE POLICIES/CONCERNS ABOUT A SPECIFIC TEACHER
- Contact the Assistant Principal
- Contact the Principal

**Main Office Telephone Number – 215-400-3690 – Follow the Prompts**

Donna Ragsdale, Principal – dragsdaler@philasd.org  
Mitza Suber, Nurse – msuber@philasd.org

Amber Hill, Assistant Principal – akhill@philasd.org  
Callista Ricks, Climate Manager – cricks@philasd.org

Jennifer Mackenzie, Counselor – jmackenzie@philasd.org  
Adrian Lynch- aclynch@philasd.org

Cherylene McClendon- cmccendon@philasd.org