### 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  
**Orissa Adams, Assistant Principal** – oadams@philasd.org  **Callista Ricks, Climate Manager** – cricks@philasd.org  
**Jennifer Mackenzie, Counselor** – jmackenzie@philasd.org  **Adrian Lynch**- aclynch@philasd.org  
**Cherylene McClendon**- cmcc Henderson@philasd.org