

WHOM DO I CALL?

The **Smithtown Central School District** encourages questions from parents and community members about school-related matters. We support direct, open, and respectful communications so that questions and concerns can be resolved quickly and efficiently. Communication should begin with the staff member closest to the situation, as that individual will usually have the most information. Appropriate communication channels for a variety of topics are listed below.



In all cases, begin your communication with Step 1. If not resolved, proceed through the steps in numerical order.

- **Adult Education**

- Step 1: Adult Continuing Education Main Office
- Step 2: Adult Basic Education Main Office
- Step 3: Director of Adult Education

- **After-School Activities**

- Step 1: Building Main Office

- **Budget Concerns/Taxes**

- Step 1: Assistant Superintendent for Finance and Operations

- **Classroom Issues Relating to an Individual Child**
(classroom procedures, classroom behavior, grades, schedules, etc.)

Elementary:

- Step 1: Classroom Teacher
- Step 2: Building Principal
- Step 3: Assistant Superintendent for Instruction and Administration

Secondary:

- Step 1: Subject Teacher
- Step 2: School Counselor
- Step 3: Assistant Principal/Department Administrator (as advised by school counselor)
- Step 4: Building Principal
- Step 5: Assistant Superintendent for Instruction and Administration

- **Curriculum and Assessment Questions**

(subject matter included in curriculum, textbooks and materials, NYS Assessments, Regents examinations, etc.)

Elementary:

- Step 1: Classroom Teacher
- Step 2: Building Principal
- Step 3: Department Administrator
- Step 4: Assistant Superintendent for Curriculum and Assessment

Secondary:

- Step 1: Subject Teacher
- Step 2: Department Administrator
- Step 3: Building Principal
- Step 4: Assistant Superintendent for Curriculum and Assessment

- **COVID-19 Safety Coordinator**

- Step 1: Assistant Superintendent for Personnel

- **Employment**

- Step 1: Assistant Superintendent for Personnel

- **Extracurricular Activities**

- Step 1: Activity Advisor
- Step 2: Assistant Principal
- Step 3: Building Principal

- **PowerSchool Parent Portal**

- Step 1: School Main Office
- Step 2: Information Technology Specialist

- **Medical Concerns**

- Step 1: School Nurse
- Step 2: Building Principal
- Step 3: Coordinator of Physical Education, Health, Athletics and Nurses

- **Athletics**

- Step 1: Coach
- Step 2: Director of Physical Education, Health, Athletics and Nurses
- Step 3: Building Principal
- Step 4: Assistant Superintendent for Instruction and Administration

- **Registration/Residency**

- Step 1: Senior Office Assistant-Registration
- Step 2: Assistant Superintendent for P.P.S. (for general registration) or Assistant Superintendent for Instruction and Administration (SCOPE Pre-K and building-specific concerns)

- **School Lunch**

- Step 1: Food Service Director
- Step 2: Assistant Superintendent for Finance and Operations

- **Individual Student Social/Emotional Needs**

Elementary:

- Step 1: Classroom Teacher
- Step 2: Social Worker or School Psychologist
- Step 3: Principal
- Step 4: Assistant Superintendent for Pupil Personnel Services

Secondary:

- Step 1: Guidance Counselor, Social Worker or Psychologist
- Step 2: Assistant Principal
- Step 3: Building Principal
- Step 4: Assistant Superintendent for Pupil Personnel Services

- **Special Education**

For Initial Evaluation:

- Step 1: School Psychologist on students' grade level
- Step 2: Special Education Administrator Office on student's grade level
- Step 3: Assistant Superintendent Pupil Personnel Services

- **For Current Students:**

- Step 1: Classroom Teachers (General Education and/or Special Education)
- Step 2: School Psychologist (on student's grade level) or Guidance Counselor (for secondary students)
- Step 3: Building Administration or Special Education Administrator on student's grade level
- Step 4: Assistant Superintendent for Pupil Personnel Services

- **The Arts (Music, Art, Theater)**

- Step 1: Teacher
- Step 2: Director of Fine Arts
- Step 3: Building Principal

- **Transportation (Urgent)**

- Step 1: Transportation Office
- Step 2: School Office
- Step 3: Bus Company
- Towne Bus (large buses): 631-862-2019
- Suffolk Trans (mini buses): 631-737-0695 x16

Transportation (Non-urgent)

- Step 1: Transportation Office
- Step 2: Assistant Superintendent for Finance and Operations

If your question or concern is not resolved using the communication channels listed above, please call (631) 382-2000.

CONTACT INFORMATION



Teacher, Counselor, Coach, etc.

Email Address

Phone call: Call building to make an appointment (see below for building phone numbers).

Principal/Building Administration

Email Address

Phone call: Call building to make an appointment (see below for building phone numbers).

School Phone Numbers

Accompsett Elementary	(631) 382-4155
Dogwood Elementary	(631) 382-4255
Mills Pond Elementary	(631) 382-4305
Mt. Pleasant Elementary	(631) 382-4355
Smithtown Elementary	(631) 382-4505
St. James Elementary	(631) 382-4455
Tackan Elementary	(631) 382-2675
Accompsett Middle School	(631) 382-2305
Great Hollow Middle School	(631) 382-2805
Nesaquake Middle School	(631) 382-5105
Smithtown High School East	(631) 382-2705
Smithtown High School West	(631) 382-2905

Departments, Directors and Administrators

Adult Education: (631) 382-2181
Basic (ESL and HS Equivalency) Continuing

Assistant Superintendent for Curriculum and Assessment: ... (631) 382-2035

Assistant Superintendent for Finance and Operations: (631) 382-2115

Assistant Superintendent for Instruction and Administration: (631) 382-2030

Assistant Superintendent for Personnel: (631) 382-2165

Assistant Superintendent for Pupil Personnel Services:..... (631) 382-2075

Career and Technical Education (Business, Family and Consumer Science, Technology)..... (631) 382-5211

Fine Arts (Art, Music) (631) 382-2982

Food Service Director..... (631) 382-5500

Guidance (631) 382-2014

Health/Nurses..... (631) 382-2100

Information/Instructional Technology..... (631) 382-2050

Mathematics..... (631) 382-3041

Pupil Personnel Services/ Special Education (631) 382-2075

Purchasing (631) 382-2150

Registration (631) 382-2024

Science..... (631) 382-3052

Social Studies..... (631) 382-3059

Special Education
Elementary Special Education: ... (631) 382-2394
Middle School Special Education:..... (631) 382-5185
High School Special Education:.. (631) 382-2072

Transportation (631) 382-4100

World Languages/ENL..... (631) 382-3064

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