

## HOW TO PROBLEM SOLVE AT COMLY ELEMENTARY SCHOOL

---

### ACADEMIC CONCERNS (Grades/Assignments)

- Step 1 – Contact the Teacher
- Step 2 – Contact the Principal

### BEHAVIOR CONCERNS

- Step 1 – Contact the Teacher
- Step 2 – Contact the Assistant Principal
- Step 3 – Contact the Principal

### SPECIAL EDUCATION CONCERNS: (IEPs, Accommodations, etc)

- Step 1 – Contact the Teacher
- Step 2 – Contact the Special Ed Liaison
- Step 3 – Contact the Principal

### ATTENDANCE and EARLY DISMISSALS (Excuse notes, requests for early dismissals, reconciliation of absences or lateness)

- Step 1 – Contact the Teacher
- Step 1 – Contact the Attendance Designee
- Step 3 – Contact the School Counselor (Truancy)
- Step 4 – Contact the Principal

### HEALTH CONCERNS AND MEDICAL ACCOMMODATIONS

- Step 1 – Contact the Nurse
- Step 2 – Contact the Principal

### BEHAVIOR HEALTH CONCERNS/TRANSCRIPTS

- Step 1 – Contact the Counselor
- Step 2 – Contact the Principal

### ADMINISTRATIVE POLICIES/CONCERNS ABOUT A SPECIFIC TEACHER

- Contact the Principal

### CONTACT INFORMATION

Main Office Telephone Number – 215-400-3010 – Follow the Prompts

Kate Sylvester, Principal – [ksylvester@philasd.org](mailto:ksylvester@philasd.org)

Trudy Allen, [tyallen@philasd.org](mailto:tyallen@philasd.org)

Jon Tomlin, Counselor – [jtomlin@philasd.org](mailto:jtomlin@philasd.org)

Joan Coleman, Nurse – [jmcoleman@philasd.org](mailto:jmcoleman@philasd.org)

Amy McCaffery, SEL - [amccaffery@philasd.org](mailto:amccaffery@philasd.org)

Cindy Swiker, Secretary - [cmswiker@philasd.org](mailto:cmswiker@philasd.org)

Diane Wolf, Attendance Designee - [diwolf@philasd.org](mailto:diwolf@philasd.org)

Teachers' email addresses can be found on our website at <https://comly.philasd.org>