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## District Communication Guidelines

Frequently, parents and other community members request help in knowing the best way to communicate with the school. The communication guideline chart below will serve as a helpful resource. By contacting the following people in the prescribed order, questions will be answered.

For Questions About:	1st Contact	2nd Contact	3rd Contact	Contact
<b>Academics</b>	Teacher	School Counselor	Building Principal	Superintendent
<b>Athletics</b>	Coach	Athletic Director	Building Principal	Superintendent
<b>Behavior</b>	Teacher	Building Principal	Superintendent	
<b>BOE Policies</b>	District Clerk	Superintendent	Board of Education	
<b>Budget</b>	District Treasurer	Superintendent		
<b>Building Use</b>	District Secretary	Building Principal	Building and Grounds Supervisor	Superintendent
<b>Cafeteria</b>	School Food Manager	Building Principal	Superintendent	
<b>Classroom Procedures</b>	Teacher	Building Principal	Superintendent	
<b>Co-Curricular</b>	Advisor	Building Principal	Superintendent	
<b>Curriculum</b>	Teacher	Building Principal	Superintendent	
<b>Facilities</b>	Building and Grounds	Supervisor	District Treasurer	Superintendent
<b>Health Office</b>	Nurses Office	Building Principal	Superintendent	
<b>Scheduling</b>	Student Services	Building Principal	Superintendent	
<b>Special Education</b>	Special Ed. Teacher	Director of Special Education	Superintendent	
<b>Transportation</b>	Bus Driver	Transportation Supervisor	Building Principal	Superintendent

*“It’s the Quality of the journey that counts”*