

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	4th Contact
Academics	Teacher	School Counselor	Building Principal	Superintendent
Athletics	Coach	Athletic Director	Building Principal	Superintendent
Behavior	Teacher	Building Principal	Superintendent	
BOE Policies	District Clerk	Superintendent	Board of Education	
Budget	District Treasurer	Superintendent		
Building Use	District Secretary	Building Principal	Sup Buildings/Grounds	Superintendent
Cafeteria	School Food Manager	Building Principal	Superintendent	
Classroom/Curriculum	Teacher	Building Principal	Superintendent	
Co-Curricular	Advisor	Building Principal	Superintendent	
Facilities	Building & Grounds	Supervisor	District Treasurer	Superintendent
Health Office	Nurses Office	Building Principal	Superintendent	
Scheduling	Student Services	Building Principal	Superintendent	
Special Education	Special Ed. Teacher	Director of Special Education	Building Principal	Superintendent
Transportation	Bus Driver	Transportation Supervisor	Building Principal	Superintendent