# 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 |
|---|---|---|---|---|
| **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 | Building and Grounds Supervisor | Superintendent |
| **Cafeteria** | School Food Manager | Building Principal | Superintendent | |
| **Classroom Procedures** | Teacher | Building Principal | Superintendent | |
| **Co-Curricular** | Advisor | Building Principal | Superintendent | |
| **Curriculum** | Teacher | Building Principal | Superintendent | |
| **Facilities** | Building and 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 | Superintendent | |
| **Transportation** | Bus Driver | Transportation Supervisor | Building Principal | Superintendent |