

# COMMUNICATION IS KEY

In the interest of promoting effective communications, we have developed a checklist outlining the personnel to contact with a question and/or concern. In order to facilitate the use of this checklist, when you contact someone you will find that you will be asked if you have contacted the staff member most immediately involved in the issue. If you have done so and you did not receive a response or resolution, then you should proceed to the next person.

Question/Concern	Contact 1	Contact 2	Contact 3	Contact 4	Contact 5
<b>Academics</b>	Teacher	Counselor	Principal / Asst. Principal	Associate Superintendent	Superintendent
<b>Course Scheduling</b>	Counselor (7-12)	Principal	Associate Superintendent	Superintendent	
<b>Curriculum</b>	Teacher	Principal / Asst. Principal	Associate Superintendent	Superintendent	
<b>Behavior</b>	Teacher	Counselor	Principal / Asst. Principal	Associate Superintendent	Superintendent
<b>Classroom Procedures</b>	Teacher	Principal / Asst. Principal	Associate Superintendent	Superintendent	
<b>Special Education</b>	Case Manager / Psychologist	Principal	Director of Special Programs & Compliance	Associate Superintendent	Superintendent
<b>K-12 Enrichment</b>	Teacher	Principal	Associate Superintendent	Superintendent	
<b>Budget</b>	Assistant Superinten- dent for Business	Superintendent			
<b>Health Office</b>	School Nurse	Principal	Director of Educational & Support Services	Associate Superintendent	Superintendent
<b>Cafeteria</b>	Director of Food Service	Assistant Superinten- dent for Business	Superintendent		
<b>Co-Curricular</b>	Club Advisor	Principal	Associate Superintendent	Superintendent	
<b>Athletics</b>	Coach	Director of Athletics	Associate Superintendent	Superintendent	
<b>Transportation</b>	Bus Driver	Director of Transportation	Assistant Superintendent for Business	Associate Superintendent	Superintendent
<b>Facilities</b>	Head Custodian	Director of Facilities & Operations	Associate Superintendent	Superintendent	
<b>Building Use</b>	Secretary to Director of Computer Services	Assistant Superinten- dent for Business	Superintendent		
<b>Board of Education Policies</b>	District Clerk	Superintendent	Board of Education President		

**CONTACT**

**EXT.**

Early Childhood School Main Office . . . . .	6410
Primary School Main Office . . . . .	2410
Intermediate School Main Office . . . . .	3410
Junior High School Main Office . . . . .	4412
Senior High School Main Office . . . . .	5402
Junior High Guidance Office . . . . .	4651
Senior High Guidance Office . . . . .	5470
Assistant Superintendent for Business . . . . .	1411
Facilities and Operations . . . . .	5801

**CONTACT**

**EXT.**

Transportation . . . . .	5710
Food Service . . . . .	5436
Athletics . . . . .	1461
Associate Superintendent . . . . .	1406
Special Programs and Compliance . . . . .	1451
Superintendent . . . . .	1402
District Clerk . . . . .	1402
Board of Education . . . . .	1402
Educational and Support Services . . . . .	1451