

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

CONTACT	EXT.	CONTACT	EXT.
Early Childhood School Main Office	2600	Transportation	7600
Primary School Main Office	3600	Food Service	6470
Intermediate School Main Office	4600	Athletics	6307
Junior High School Main Office	5600	Associate Superintendent	1406
Senior High School Main Office	6600	Special Programs and Compliance	1451
Junior High Guidance Office	5406	Superintendent	1402
Senior High Guidance Office	6408	District Clerk	1402
Assistant Superintendent for Business	1410	Board of Education	1402
Facilities and Operations	7127	Educational and Support Services	1451