

# 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	Assistant Superintendent of Educational Services	Superintendent
<b>Course Scheduling</b>	Counselor (7-12)	Principal	Assistant Superintendent of Educational Services	Superintendent	
<b>Curriculum</b>	Teacher	Principal / Asst. Principal	Assistant Superintendent of Educational Services	Superintendent	
<b>Behavior</b>	Teacher	Counselor	Principal / Asst. Principal	Assistant Superintendent of Educational Services	Superintendent
<b>Classroom Procedures</b>	Teacher	Principal / Asst. Principal	Assistant Superintendent of Educational Services	Superintendent	
<b>Special Education</b>	Case Manager / Psy- chologist	Principal	Director of Special Education	Assistant Superintendent of Educational Services	Superintendent
<b>K-12 Enrichment</b>	Teacher	Principal	Assistant Superintendent of Educational Services	Superintendent	
<b>Budget</b>	Assistant Superinten- dent for Business	Superintendent			
<b>Health Office</b>	School Nurse	Principal	Director of Educational & Support Services	Assistant Superintendent of Educational Services	Superintendent
<b>Cafeteria</b>	Director of School Nutrition	Assistant Superinten- dent for Business	Superintendent		
<b>Co-Curricular</b>	Club Advisor	Principal	Assistant Superintendent of Educational Services	Superintendent	
<b>Athletics</b>	Coach	Director of Athletics	Assistant Superintendent of Educational Services	Superintendent	
<b>Transportation</b>	Bus Driver	Director of Transportation	Assistant Superintendent for Business	Assistant Superintendent of Educational Services	Superintendent
<b>Facilities</b>	Head Custodian	Director of Facilities & Operations	Assistant Superintendent of Educational Services	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.	CONTACT	EXT.
Early Childhood School Main Office . . . . .	2600	Transportation . . . . .	7600
Primary School Main Office . . . . .	3600	School Nutrition . . . . .	6470
Intermediate School Main Office . . . . .	4600	Athletics . . . . .	6307
Junior High School Main Office . . . . .	5600	Assistant Superintendent of Educational Services . . . . .	1406
Senior High School Main Office . . . . .	6600	Special Education . . . . .	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