



BEDFORD CENTRAL SCHOOL DISTRICT

Who do I call with a question, concern or compliment?

1ST STEP

2ND STEP

3RD STEP

4TH STEP

ACADEMIC AND SUPPORT SERVICES

| | | | | |
|--|--|---|---|---|
| Attendance | Classroom Teacher | Clerk Monitor/ Attendance Officer | Assistant Principal | Principal |
| Student Progress | Classroom/subject teacher MS/HS Counselor | Building Support Service Providers | Assistant Principal/ Principal | |
| Schedules/ Placement | Teacher/MS/HS Counselor | Assistant Principal/EC | Principal | |
| Classroom Procedures | Classroom/subject teacher | Assistant Principal/EC | Principal | |
| Curriculum | Classroom/subject teacher | Department Chair/EC | Assistant Principal/ Principal | Asst. Supt. for Curriculum & Instruction |
| Discipline | Classroom/subject teacher | Assistant Principal/ Principal | Director of Pupil Personnel Services | Superintendent |
| Bus Discipline | Bus Driver | Principal | Transportation Supervisor | Asst. Supt. for Business |
| Dignity for All Students Act (DASA) | Classroom/subject teacher | Principal, Assistant Principal, Psychologist, EC | Director of Pupil Personnel Services | Superintendent |
| Support Services | Building Support Services Staff | Assistant Principal/ Principal | Special Education Coordinator | Director/Assistant Director of Special Education |
| Transcripts | Building Secretary | High School Registrar | District Registrar | |

ATHLETICS AND EXTRA CURRICULAR

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|--|-----------------|-------------------|---------------------|--------------------|
| Athletics | Coach | Athletic Director | Building Principal | Superintendent |
| Extra Curricular Clubs & Activities | Faculty Advisor | Dean of Students | Assistant Principal | Building Principal |

ADMINISTRATIVE

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|-------------------------------------|---|---|--------------------------------------|--------------------------|
| Food Services | Building Secretary | Building Cook/Manager | Director of Food Services | Asst. Supt. For Business |
| Transportation | Bus Company | Assistant Principal/Principal | Transportation Supervisor | Asst. Supt. For Business |
| Facilities/ Building Use | Building Secretary | Principal | Director of Facilities | Asst. Supt. For Business |
| Finance/Budget | Building Principal | Asst. Supt. For Business | Superintendent | |
| Health Services | School Nurse | Principal/Assistant Principal | Director of Pupil Personnel Services | |
| New Student Registration | District Registrar High School Registrar | Director of Pupil Personnel Services | Executive Asst. to Supt | Superintendent |
| Technology | Technology Help Desk | Building Tech Aide | Director of Technology | Superintendent |

GENERAL

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|------------------------------|-------------------------------|----------------------------------|--------------------------|--------------------|
| Security & Safety | Principal/Assistant Principal | District Safety Consultant | Asst. Supt. For Business | Superintendent |
| District Policies | District Clerk | Executive Asst to Superintendent | Superintendent | Board of Education |