



SOMMERS CENTRAL SCHOOL DISTRICT

Whom do I contact with a question, concern or compliment?

	1ST STEP	2ND STEP	3RD STEP	4TH STEP
ACADEMICS AND SUPPORT SERVICES				
Classroom issues/procedures, grades, progress, behavior	Classroom Teacher	Assistant Principal and/or Counselor	Principal	Director of HR & Student Svcs Step 5: Superintendent
Student placement, PES or SIS	Assistant Principal	Principal	Director of Learning-Elem	Director of HR & Student Svcs Step 5: Superintendent
Student discipline, SMS or SHS	Classroom Teacher	Assistant Principal	Principal	Director of HR & Student Svcs Step 5: Superintendent
Student schedule, SMS or SHS	Counselor	Assistant Principal	Principal	Director of HR & Student Svcs Step 5: Superintendent
Curriculum/instruction	Classroom Teacher	Assistant Principal	Principal	Director of Learning-Elem or Second.
Classroom supplies/materials	Classroom Teacher	Assistant Principal	Principal	Director of Learning-Elem or Second.
Special Ed Services	Classroom Teacher	Assistant Principal and/or Counselor	Principal	Director of Special Svcs
Counseling Services	Counselor	Social worker, psychologist, student assistance counselor	Director of Counseling Svcs	Director of Learning-Elem or Second.
College Process	Counselor	College & Career Counselor	Director of Counseling Svcs	Director of HR & Student Svcs Step 5: Superintendent
Transcripts	Counseling office assistant	Counselor	Director of Counseling Svcs	Director of HR & Student Svcs Step 5: Superintendent
Dignity for All Students (DASA)	Building DASA Coord.	Principal	District DASA Coord.	
Attendance	Bldg attendance office	Classroom Teacher	Assistant Principal	Principal
ATHLETICS AND EXTRA CURRICULARS				
Athletics	Coach	Athletic Director	Building Principal	Superintendent
Clubs/Activities	Club Advisor	Assistant Principal	Building Principal	Superintendent
ADMINISTRATIVE				
Budget/Business Operations	Asst. Supt. For Bus. & Ops	Superintendent		
Facilities-Bldgs & Grounds	Director of Facilities	Asst Supt for Business & Operations	Superintendent	
Facilities-Building Use Requests	Director of Facilities	Asst Supt for Business & Operations	Superintendent	
New Student Registration	Registrar	Director of HR/Student Svcs	Superintendent	
Food Services	Food Service Manager	Asst Supt for Business & Operations	Superintendent	
Transportation – Bus Behavior	Bus Driver	Assistant Principal	Asst Supervisor of Transportation	Asst Supt for Business & Operations
Transportation–Bus Route/schedule	Asst Supervisor of Transportation	Asst Supt for Business & Operations	Superintendent	
Health Services	Building Nurse	Building Principal	Director of HR/Student Svcs	Superintendent
School personnel	Building Assistant Principal	Building Principal	Director of HR/Student Svcs	Superintendent
Technology – student devices	Help Desk	Building Gear Shack	Director of Technology	Director of HR/Student Svcs
District policies	District Clerk	Superintendent	Board of Education	
Freedom of Information Request	District Clerk	Superintendent	Board of Education	