



BELLFLOWER UNIFIED SCHOOL DISTRICT *COMMUNICATION GUIDE*

Who to Contact and When



The Bellflower Unified School District has developed this communication guide to help parents, guardians, and community members navigate the process of seeking assistance.

For specific steps to address common questions or concerns, please visit bit.ly/busdcommunicationguide or scan the QR code.

If your question or concern does not fall under one of the areas listed on the BUSD website, you can use this general communication guide to address your matter effectively. To ensure your questions or concerns are addressed efficiently, please follow the steps outlined below.

1

INITIAL CONTACT

Depending on the nature of the question or concern, the initial contact may be, but is not limited to your student's teacher, coach, case service provider, or the school office.

If you haven't heard from your initial contact in a reasonable amount of time or if, after discussion, the issue has not been resolved, move to step 2.

2

YOUR SCHOOL ASSISTANT PRINCIPAL OR PRINCIPAL

In step 2, your first point of contact will be an Assistant Principal or Principal. To address your question or concern, they may include other staff members with direct knowledge of the matter to provide support. Email or call the school office to contact the AP or Principal.

If the situation has not been resolved, move to step 3.

3

RELEVANT DISTRICT ADMINISTRATOR

If the matter is not resolved at the site level, contact the director or program administrator that oversees the program related to your concern. It is important for you to know the names of all staff members you have already spoken with and the dates of your conversations. You can contact the appropriate district administrator via email or phone (562) 866-9011.

If the situation has not been resolved, move to step 4.

4

SUPERINTENDENT OR DESIGNEE

The superintendent of schools should only be contacted after all previous steps have been taken to address the situation. The superintendent may be contacted via email: superintendent@busd.k12.ca.us or phone (562) 866-9011. You will be redirected to earlier steps if you have not spoken to the relevant staff member about the matter you have raised.