

BBHS COMMUNICATION PROTOCOLS

Communication and collaboration between parents and the school staff is an essential part of the teaching and learning process. To support parents in answering their questions or concerns in the most effective way, we have established a protocol to effectively communicate between parents and school personnel. The communication protocol starts with the staff member closest to the situation, so that problems can be handled quickly and efficiently.

Classroom Issues involving an Individual Child (classroom Procedures, behavior, grades, schedule, etc.) Or Curriculum and Instruction (subject matter being taught, teaching strategies, materials used)
<ul style="list-style-type: none">• Primary contact: Classroom Teacher• If not resolved: Department Coordinator• If not resolved: Building Administrator
Academic Programs/Curriculum, Course offerings, placement
<ul style="list-style-type: none">• Primary Contact: Department Coordinator• If not resolved: Building Administrator
Concerns across classes, Academic Guidance, Standardized testing, High School Planning, Team Conferences, Summer Programs, Tutors, Interpersonal/Family Concerns
<ul style="list-style-type: none">• Primary contact: School Guidance Counselor• Secondary contact: Special Education Case Manager
Academic, Social/Emotional and other wellness student concerns
<ul style="list-style-type: none">• School Psychologist: Jennifer Corcoran• Social Worker: Tenisha Neil-Robinson• Student Assistance Services: Ashley Schlemmer
Attendance
<ul style="list-style-type: none">• Primary Contact: Attendance Office• If not resolved: Assistant Principal
Special Education Concerns
<ul style="list-style-type: none">• Primary Contact: Teacher or service provider• If not resolved: Case Manager• If not resolved: Department Coordinator• If not resolved: Director of Pupil Personnel Services
Medical Concerns
<ul style="list-style-type: none">• Primary Contact: School Nurse• If not resolved: Director of Pupil Personnel Services• If not resolved: Building Administrator
Athletics Program
<ul style="list-style-type: none">• Primary contact: Teacher or Coach• If not resolved: Director of Athletics, Physical Education, and Health• If not resolved: Building Administrator

BBHS faculty and staff contact information can be found via the [BBHS School Employee Directory](#).