



# EFFECTIVE COMMUNICATION



Do you have questions, concerns, or feedback regarding your child, your child's school, or the West Bend School District? Please follow this simple guide to ensure that your voice is heard.

The West Bend School District strives to be quickly responsive to questions and concerns from the families it serves and members of the community. **If you have a question or concern, the first step is to contact a person who can help.** Follow the tips below for the most effective communication.

## REGARDING MY CHILD

1

Please first contact your child's teacher. Many questions and challenges can be resolved in the classroom. You may contact your child's teacher by phone or email using our staff directory on the website at [west-bend.k12.wi.us](http://west-bend.k12.wi.us). If you still have concerns after contacting the teacher, contact the school principal.

## A SCHOOL RELATED ISSUE

2

Please contact the school's main office for school-related issues. If you have a further concern, contact the principal or assistant principal. A list of phone numbers is available on the website at [west-bend.k12.wi.us](http://west-bend.k12.wi.us) or in the Student/Parent Handbook.

## A DISTRICT RELATED ISSUE

3

The superintendent, student services, teaching and learning, facilities, business, and operations staff will provide timely information and responses. Contact them at 262-306-3800 or [wbsd@wbsd-schools.org](mailto:wbsd@wbsd-schools.org). Other staff members are listed on the website at [west-bend.k12.wi.us](http://west-bend.k12.wi.us).

MAIN DISTRICT PHONE: 262-306-4800