

WHEN IN DOUBT ... WHO TO CONTACT



A GUIDE FOR STAFF, PARENTS
AND COMMUNITY MEMBERS



QUESTIONS/COMMENTS	STEP 1	STEP 2	STEP 3	STEP 4	STEP 5
MEDICAL CONCERNS	→ Building Nurse 768-3391	→ Building Administrator Todd Manley 768-8124 Denise DiSpirito 768-8129	→ Director of Athletics (if related to an athletic event only) 768-8124	→ Superintendent Mrs. Michele D. LaGase 768-8127	
SCHOOL DIFFICULTY	→ Classroom Teacher/ School Counselor	→ Building Administrator Todd Manley 768-8124 Denise DiSpirito 768-8129	→ Superintendent Mrs. Michele D. LaGase 768-8127	→	
TRANSPORTATION (pickup route questions)	→ Director of Transportation 768-7948	→ Building Administrator Todd Manley 768-8124 Denise DiSpirito 768-8129	→ Superintendent Mrs. Michele D. LaGase 768-8127	→	
TRANSPORTATION (e.g. student behavior on bus)	→ Bus Driver	→ Director of Transportation 768-7948	→ Building Administrator Todd Manley 768-8124 Denise DiSpirito 768-8129	→ Business Official Lisa Stamboly 768-8127	→ Superintendent Mrs. Michele D. LaGase 768-8127
BUDGET CONCERNS	→ Business Official Lisa Stamboly 768-8127	→ Superintendent Mrs. Michele D. LaGase 768-8127			
SPECIAL EDUCATION	→ Special Education Teacher	→ Director of Student Services/Special Education 768-8124	→ Building Administrator Todd Manley 768-8124 Denise DiSpirito 768-8129	→ Superintendent Mrs. Michele D. LaGase 768-8127	
CURRICULUM (course) MATERIAL	→ Classroom Teacher	→ School Counselor	→ Building Administrator Todd Manley 768-8124 Denise DiSpirito 768-8129	→ Superintendent Mrs. Michele D. LaGase 768-8127	
ATHLETIC COMMUNICATIONS	→ Team Coach	→ Director of Athletics 768-8124	→ Building Administrator Todd Manley 768-8124 Denise DiSpirito 768-8129	→ Superintendent Mrs. Michele D. LaGase 768-8127	
TECHNOLOGY CONCERNS	→ Classroom Teacher	→ Building Administrator Todd Manley 768-8124 Denise DiSpirito 768-8129	→ Technology Administrator 768-8124	→ Superintendent Mrs. Michele D. LaGase 768-8127	
BUILDING USE REQUEST	→ District Office 768-8127				
CAFETERIA	Building Administrator Todd Manley 768-8124 Denise DiSpirito 768-8129				