

District Communication Procedure

Frequently, parents and other community members request help in knowing the best way to communicate with the school. The communications guideline chart below will serve as a helpful resource. By contacting the following people in the prescribed order, questions will be answered efficiently.

Questions About	1st Contact	2nd Contact	3rd Contact	4th Contact
<i>Academics</i>	Teacher	Guidance Counselor	Principal	Superintendent
<i>Athletics</i>	Coach	Athletic Coordinator	Athletic Director	Superintendent
<i>Behavior</i>	Teacher	Principal		
<i>Board Policy</i>	District Clerk	Superintendent	Board of Ed.	
<i>Building Use</i>	Principal	Superintendent		
<i>Food Services</i>	Cafeteria Manager	Principal	Superintendent	
<i>Instruction</i>	Teacher	Principal	Superintendent	
<i>Curriculum</i>	Teacher	Principal	Superintendent	
<i>Health Office</i>	School Nurse	School Health Care Provider	Principal	Superintendent
<i>Scheduling</i>	Guidance Counselor	Principal		
<i>Special Education</i>	Teacher	Dir. of Special Ed.	Principal	Superintendent
<i>Transportation</i>	Bus Garage	Principal	Superintendent	