

## Communication Guidance

The Board of Education provides the following communication guidance to students, families, and the community. Please contact the appropriate staff member following the outline below so that the District can respond promptly and appropriately.

A. On matters involving **INSTRUCTION/CURRICULUM**

1. Classroom Teacher
2. Building Principal
3. Assistant Superintendent for Instruction
4. Superintendent
5. Board of Education

B. On matters involving **SPECIAL EDUCATION**

1. Special Education Teacher
2. Building Principal
3. Director of Student Services
4. Assistant Superintendent of Human Resources
5. Superintendent
6. Board of Education

C. On matters involving **STUDENT DISCIPLINE**

1. Classroom Teacher
2. Assistant Principal
3. Building Principal
4. Assistant Superintendent of Human Resources
5. Superintendent
6. Board of Education

D. On matters involving **ATHLETICS**

1. Coach
2. Athletic Director
3. Building Principal
4. Assistant Superintendent of Human Resources
5. Superintendent
6. Board of Education

E. On matters involving **TRANSPORTATION**

1. Bus Driver
2. Director of Transportation
3. Assistant Superintendent of Finance and Operations
4. Superintendent
5. Board of Education

F. On matters involving **FOOD SERVICE**

1. Building Principal
2. Food Service Director
3. Assistant Superintendent of Finance and Operations
4. Superintendent
5. Board of Education

G. On matters involving **CHILD CARE/PRESCHOOL**

1. Site Director
2. Child Care Supervisor
3. Assistant Superintendent of Human Resources
4. Superintendent
5. Board of Education

H. On matters involving **FACILITIES/GROUNDS/BUILDINGS**

1. Building Principal
2. Director of Operations
3. Assistant Superintendent of Finance and Operations
4. Superintendent
5. Board of Education

I. On matters involving **PERSONNEL CONCERNS**

Support Staff

1. Immediate Supervisor of Employee (typically the building principal)
2. Assistant Superintendent of Human Resources
3. Superintendent
4. Board of Education

Professional Staff

1. Immediate Supervisor of Employee (typically the building principal)
2. Assistant Superintendent of Human Resources
3. Superintendent
4. Board of Education

Administrative Staff\*

1. Building Principal (for Athletic Director or Assistant Principal)
2. Appropriate Assistant Superintendent (based on department)
3. Superintendent
4. Board of Education

*\*Concerns regarding Assistant Superintendents should be addressed to the Superintendent.*

*\*Concerns regarding the Superintendent should be addressed to the Board of Education President.*

*\*Concerns regarding Board Members should be addressed to the Board President (or the Vice President if the concern is regarding the Board President).*