WHOM TO CONTACT

Accountability for Student Learning (Grades and Assessments)

Step 1: Classroom Teacher-*If not resolved…*

Step 2: Assistant Principal-*If not resolved…*

Step 3: Principal-*If not resolved…*

Step 4: Assistant Superintendent of Curriculum and Instruction

Athletic/Sports Information

Step 1: Coach-*If not resolved…*

Step 2: Athletic Director-*If not resolved…*

Step 3: Superintendent of Schools

Breakfast/Lunch Programs

Step 1: Assistant Principal-*If not resolved…*

Step 2: Principal-*If not resolved…*

Step 3: Food Service Director-*If not resolved…*

Step 4: Assistant Superintendent for Operations and Management

Building Use Request (Scheduling Events in School Facilities)

Step 1: Principal (request Use of Facilities Form, complete and return)

> Athletic Director-if request is for a gym or field
> Director of Fine Arts-if RFA auditorium
>
> *If not resolved…*

Step 2: Superintendent of Buildings and Grounds-*If not resolved…*

Step 3: Assistant Superintendent for Operations and Management

Counseling and Career Services

Step 1: Counselor-*If not resolved…*

Step 2: Assistant Principal-*If not resolved…*

Step 3: Principal-*If not resolved…*

Step 4:   Director of Counseling Services

Curriculum Information (Class/Course)

Step 1: Classroom Teacher and/or Counselor-*If not resolved…*

Step 2: Assistant Principal-*If not resolved…*

Step 3: Principal-*If not resolved…*

Step 4: Assistant Superintendent of Curriculum and Instruction

Graduation Requirements

Step 1: Counselor-*If not resolved…*

Step 2: Assistant Principal-*If not resolved…*

Step 3: Principal-*If not resolved…*

Step 4: Assistant Superintendent of Curriculum and Instruction

Information Technology

Step 1: Building PC Specialist-*If not resolved…*

Step 2: Principal-*If not resolved…*

Step 3: Director of Technology-*If not resolved…*

Step 4: Assistant Superintendent of Curriculum and Instruction

Intervention Counseling

Step 1: Counselor-*If not resolved…*

Step 2: Assistant Principal-*If not resolved…*

Step 3: Principal-*If not resolved…*

Step 4: Director of Counseling Services

Medical Information

Step 1: Contact the nurse in child's building-If not resolved…

Step 2: Assistant Principal-*If not resolved…*

Step 3: Principal-*If not resolved…*

Step 4: Assistant Superintendent for Curriculum and Instruction

Music/Art

Step 1: Assistant Principal-*If not resolved…*

Step 2: Principal-*If not resolved…*

Step 3: Director of Fine Arts and Engineering Technology-*If not resolved…*

Step 4: Assistant Superintendent for Curriculum and Instruction

School Information (Learning, Code of Conduct, Expectations, Grading, Report Cards, Classroom Behavior, etc.)

Step 1: Classroom Teacher and/or Counselor-*If not resolved…*

Step 2: Assistant Principal-*If not resolved…*

Step 3: Principal-*If not resolved…*

Step 4: Assistant Superintendent for Curriculum and Instruction

Special Education Information/Special Needs

Step 1: Special Education Teacher-*If not resolved…*

Step 2: Principal-*If not resolved…*

Step 3: Director of Support Services-*If not resolved…*

Step 4: Assistant Superintendent of Curriculum and Instruction

Transportation Information (Pickup, Route Problems, Bus Behavior, etc.)

Step 1: Assistant Principal-*If not resolved…*

Step 2: Principal-*If not resolved…*

Step 3: Director of Transportation-*If not resolved…*

Step 4: Assistant Superintendent for Operations and Management