



Who to contact and when > A guide for parents & the community

This document was developed to help ensure that questions and concerns are addressed in the most efficient and effective manner possible. It outlines who you should contact for information in a particular area.

Questions/Concerns	Grades	1st level	2nd level	3rd level	4th level	5th level
Academics						
Curriculum Instructional materials Classroom concerns	All	Teacher	Academic Subject Supervisor	Principal	Assistant Superintendent	Superintendent
Discipline	All	Teacher	Principal/ Assistant Principal (6-12)	Assistant Superintendent	Superintendent	
Scheduling	K-5	Teacher	Principal	Assistant Superintendent	Superintendent	
	6-8	Teacher	Counselor	Principal	Assistant Superintendent	Superintendent
	9-12	Teacher	Counselor	Principal	Assistant Superintendent	Superintendent
Athletics	All	Coach	Athletics Director	Principal	Assistant Superintendent	Superintendent
Attendance	All	Main Office or School Nurse	Principal	Superintendent		
School Policy	All	Principal	Superintendent	Board of Education		
Building Use	K-12 Classrooms	Main Office	Principal	Chief Business Officer	Superintendent	
	Athletic areas	Main Office	Athletics Director	Chief Business Officer	Superintendent	
Food Service	All	Food Services Director	Principal	Chief Business Officer	Superintendent	
Health/Medical Issues	All	School Nurse	Principal/Athletics Director	Director Special Ed & Student Services	Superintendent	
Special Education	All	Special Education Teacher/CSE Chair	Principal	Director of Special Ed & Student Services	Assistant Superintendent	Superintendent
Transportation	All	Transportation Dispatcher	Transportation Director	Principal	Chief Business Officer	Superintendent
Aspen/Parent Portal	All	School	Technology Office			
Registration/Moving	All	District Registrar	School			

Important Note

It is important to contact the staff member most directly involved first. If the question remains unresolved, you will be asked to proceed to the next level. When someone contacts a Board of Education member or a district administrator before working through the process, they will be referred to the staff member most immediately involved with that particular issue. The Board of Education will become involved, if necessary, in the final stage of the process.

It is the primary responsibility of the Board of Education to set policies for the school district. While individual Board members listen to concerns, they can only act as an entire body when conducting official Board of Education meetings. The superintendent and administrative staff are legally empowered to administer the school district and operationalize the policies and decisions of the Board of Education.

Contact information on page 2 >

