

We Want To Help!

In an ongoing effort to increase effective communication among all the “stakeholders” in our students’ education, we have developed a communication checklist that should help you contact the appropriate staff members with your questions and concerns.

In order to handle problems in the most effective way, it is extremely important to first contact the staff member most directly involved with the question or concern. If the question is not answered or the issue is not resolved at a given step the person should proceed to the next step. In order to begin this process please call 786-8000 ext. 2308 and you will be directed to the appropriate individual.

Question/Concern	Step 1	Step 2	Step 3
Academics Difficulties	Classroom/Subject Teacher	HS/MS Guidance	Principal
Athletics	Coach	Athletic Director	Principal
Behavior	Classroom/ Subject Teacher	Assistant Principal	Principal
Extra-Curricular Activities	Club Advisors	Principal	Superintendent
Facilities	Director of Facilities	Principal	Superintendent
Food Services	Food Service Manager	Assistant Principal	Principal
Medical	School Nurse	Principal	Superintendent
Registrar	Student Enrollment Secretary	Guidance Counselor	Director of Curriculum and Instruction
Scheduling	Guidance Counselor	Assistant Principal	Principal
Special Education	Classroom/ Spec. Ed. Teacher	Director of Special Services	Superintendent
Transportation	C & F Transportation	HS/MS Asst. Principal	Business Administrator