

Got a question or concern?

Who do you contact?



**Experiencing Today,
Preparing for Tomorrow**

Chain of Communication for Information

In the interest of promoting effective communication with our stakeholders, we have developed a checklist outlining the personnel to contact with a question and/or concern. Most often a question, or concern can be answered in a face to face discussion with the individual most closely in contact with the situation. In order to facilitate the use of this checklist, when you contact office personnel you will be asked if you have contacted the staff member most immediately involved in or responsible for addressing the question or concern. If you have done so and did not receive a response or resolution, then you should proceed to the next contact (listed below).

QUESTIONS OR CONCERNS REGARDING:	CONTACT 1	CONTACT 2	CONTACT 3	CONTACT 4	CONTACT 5
ACADEMICS	Teacher	Principal	Superintendent	BOE	
AIS	Teacher	School Counselor	Principal	Superintendent	BOE
SCHEDULES	Teacher	School Counselor	Principal	Superintendent	
CURRICULUM	Teacher	Principal	Superintendent	Review Policies	BOE
BEHAVIOR & DISCIPLINE	Teacher	Assistant MS/HS Principal or Elementary Principal	Principal	Superintendent	BOE
CLASSROOM PROCEDURES	Teacher	Principal	Superintendent		
SPECIAL EDUCATION	Teacher and/or Special Education Provider	Committee on Special Education (CSE) Chair	Principal	Superintendent	BOE
BUDGET	Business Administrator	Superintendent	BOE		
HEALTH/MEDICAL	School Nurse	Principal	Superintendent		
CAFETERIA	Cafeteria Manager	Principal	Business Administrator	Superintendent	BOE
ATHLETICS	Coach	Athletic Director	Principal	Superintendent	BOE
CO-CURRICULAR	Club Advisor	MS/HS Assistant Principal	Elementary Principal or MS/HS Principal	Superintendent	
TRANSPORTATION	Bus Driver	Transportation Supervisor	MS/HS Assistant Principal	Superintendent	BOE

			Elementary Principal		
FACILITIES / BUILDINGS AND GROUNDS	Director of Facilities	Superintendent	BOE		
BUILDING USE	Secretary to Buildings and Grounds	Director of Facilities	Superintendent	BOE	
BOE POLICIES	Principal	District Clerk	Superintendent	BOE	
TECHNOLOGY	Computer Resource Manager	Superintendent	BOE		
After School Program	After School Teacher	Program Director	Principal	Director of Cornell Cooperative Extension (CCE) or Superintendent	