



District External Communication Protocols

FOR QUESTIONS REGARDING	1 st CONTACT	2 nd CONTACT	3 rd CONTACT	4 th CONTACT	5 th CONTACT	6 th CONTACT	7 th CONTACT
Academics	Teacher	Guidance Counselor if applicable	Assistant Principal if applicable	Building Principal	ASCIP	Superintendent	Board of Education
Athletics	Coach	Athletic Director	Building Principal	Superintendent	Board of Education	N/A	N/A
Behavior	Teacher	School Psychologist	Building Principal	Pupil Personnel Services Director	ASCIP	Superintendent	Board of Education
BOE Policies	District Clerk	Superintendent	President, Board of Education	N/A	N/A	N/A	N/A
Budget	Principal / Supervisor	ASB	Superintendent	Board of Education	N/A	N/A	N/A
Building Use	Building Principal	Facilities Director	ASB	Superintendent	Board of Education	N/A	N/A
Cafeteria	Food Service Manager	ASB	Superintendent	Board of Education	N/A	N/A	N/A
Classroom Procedures	Teacher	Assistant Principal if applicable	Building Principal	ASCIP	Superintendent	Board of Education	N/A
Co-Curricular	Advisor	Assistant Principal if applicable	Building Principal	ASCIP	Superintendent	Board of Education	N/A
Curriculum	Teacher	Building Principal	Content Director	ASCIP	Superintendent	Board of Education	N/A
Facilities	Building Principal	Facilities Director	ASB	Superintendent	Board of Education	N/A	N/A
Health Issues	Building Nurse	Building Principal	Nurse Coordinator	Pupil Personnel Services Director	ASCIP	Superintendent	Board of Education
Scheduling	Teacher	Guidance Counselor if applicable	Building Principal	ASCIP	Superintendent	Board of Education	N/A
SchoolMessenger (not receiving communications)	Sign-up for email/text/phone alerts	Log into parent portal to review contact information is correct	Update contact information on parent portal if needed	Registrar	Data Services	Technology Director	ASCIP ----- 8 th Contact: Supt 9 th Contact: BOE
Security	Building Principal	Security Supervisor if applicable	ASB	Superintendent	Board of Education	N/A	N/A
Special Education	Teacher	School Psychologist / Social Worker	Building Principal	Pupil Personnel Services Director	ASCIP	Superintendent	Board of Education
Staffing	Building Principal / Supervisor	ASCIP / ASB	Superintendent	Board of Education	N/A	N/A	N/A
Technology (Including 1:1 Device)	Teacher	Parent/Student Support Form	Technology Director	ASCIP	Superintendent	Board of Education	N/A
Transportation	Bus Driver	Transportation Consultant	ASB	Superintendent	Board of Education	N/A	N/A
Transportation/ Bus Behavior	Bus Driver	Transportation Consultant	Building Principal	ASB	Superintendent	Board of Education	N/A