

# Communication Protocol Chart

<b>Questions/Concerns</b>	<b>Step 1</b>	<b>Step 2</b>	<b>Step 3</b>	<b>Step 4</b>
Academics / Student Progress	Classroom / Subject Teacher	Guidance Counselor	Building Principal	Director of C & I, and Technology
Scheduling/Classroom	Guidance Counselor/ Classroom Teacher	Building Principal	Director of C & I, and Technology	Superintendent
Procedures & Policies	Teacher	Building Principal	Director of C & I, and Technology	Superintendent
Curriculum	Classroom / Subject Teacher	Building Principal	Director of C & I, and Technology	Superintendent
Athletics	Coach	AP of Student Services & Athletics	Superintendent	
Behavior	Classroom / Subject Teacher	Building Assistant Principal	Building Principal	Superintendent
Budget	Principal	Business Manager	Superintendent	Board of Education
Extra-Curricular Activities	Club Advisor	Building Assistant Principal	Building Principal	Superintendent
Health Issues	School Nurse	Building Principal	AP of Student Services & Athletics	Superintendent
Board of Education Policies	Building Principal	District Clerk	Superintendent	Board of Education
Special Education	Classroom / Special Ed Teacher	Building Principal	Director of Special Education	Superintendent
Transportation	Bus Driver	Secretary to Business Manager	Business Manager	Superintendent
Building Use	Secretary to Business Manager	Business Manager	Superintendent	
Buildings / Grounds Issues	Head Custodian	Business Manager	Superintendent	
Safety	Building Principal	Business Manager	Superintendent	
Free/Reduced Meal Program	Secretary to Business Manager	Business Manager	Superintendent	
Student Registration	Secretary to Business Manager	Business Manager	Superintendent	
Non-Resident Tuition Student Application	Secretary to School Principal	Building Principal	Business Manager	Superintendent

## **DISTRICT & BUILDING LEVEL**

### **WHO TO CONTACT**

Registration/Enrollment, Free/Reduced Meal Program, Transportation:	x1262
Special Education Secretary:	x1226
Pre-School Special Education:	x1229
Director of Special Education:	x1255
Athletics Secretary:	x1269
Assistant Principal of Student Services and Athletics:	x1244
Personnel:	x1224
Accounts Payable:	x1221
District Treasurer:	x1260
Payroll/Benefits:	x1257
Business Manager:	x1263
Data Analyst:	x1261
District Clerk:	x1251
Director of Curriculum, Instruction, Technology:	x1222
Superintendent of Schools:	x1251

William E. Cottle School Principal:	x1271
William E. Cottle School Office:	x1273 or x1272
Tuckahoe Middle School Principal:	x1270
Middle School Office:	x1245
Middle School Guidance Office:	x1252
Middle School Guidance Counselor:	x1246
Tuckahoe High School Principal:	x1270
High School Office:	x1269
High School Guidance Office:	x1252
High School Guidance Counselor:	x1238
High School Guidance Counselor:	x1254