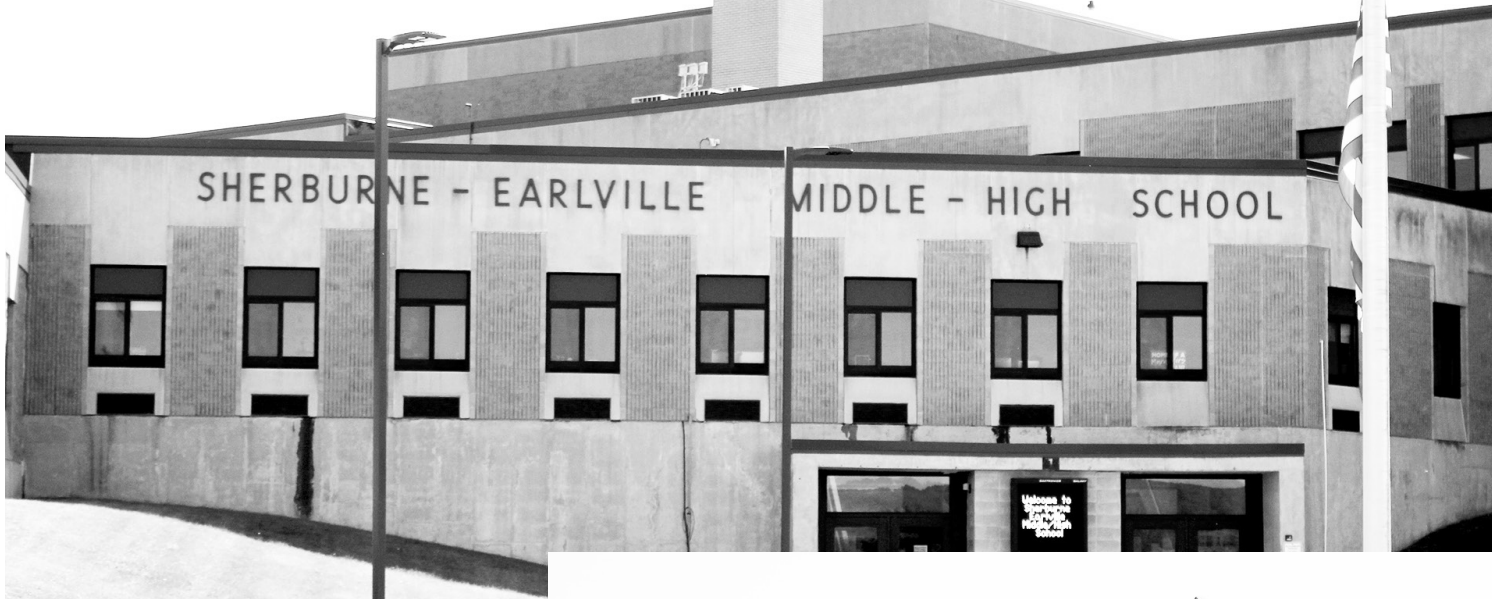


SHERBURNE-EARLVILLE 2021-2022 INFORMATION GUIDE



**SHERBURNE-
EARLVILLE**
CENTRAL SCHOOL
DISTRICT
15 School Street
Sherburne, New York 13460
(607) 674-7300



STAFF DIRECTORY

Note: For security reasons, the Sherburne-Earlville Central School District cannot list or post individual email addresses. To email staff members, please visit our online Staff Directory page at <https://www.secsd.org/StaffDirectory.aspx>.

Officers

Dewey, Perry - COO DCMO BOCES
Griffin, Jennifer - District Clerk
Wade, Arlene - District Treasurer

Clerical Staff–District Offices

Doing, Terri - Typist, Special Services
Excell, Jessica - Typist, Special Services
Fern, Carrie - Account Clerk
Griffin, Jennifer - Secretary to the Superintendent
Kreiner, Melissa - Payroll Clerk/Insurance Clerk/Tax Collector
Van Wagner, Tammi - Typist, Buildings and Grounds
Wade, Arlene - Senior Account Clerk/Tax Collector

Clerical Staff Middle/High School

Bigford, Sonya—MS Typist/Counseling
Jeffrey, Penny—MS Typist/Principal
Shaw, Kristina—HS Typist/Counseling
Tredway, Rebecca—HS Office Typist
Turner, Susan—HS Counseling

Clerical Staff Elementary School

Lindholm, Danielle—Typist
White, Cheryl—Typist
Whitehead, Sandra—Clerk

Elementary School Staff

Addison, Nadine—Art
Babcock, Claudia—Reading
Barth, Kathryn—Special Education
Brockway, Lynn—Special Education
Brown, Abigail—Reading
Busce, Frank—Science
Calhoun, Chelsea—School Counselor
Callea, Christine—Kindergarten
Cameron, Peter—Grade 2
Campbell, Kesha—Grade 5
Carmon, Bridgette—Grade 2
Chase, Bethany—Grade 1
Collins, Amanda—Reading
Crouch, Helen—Special Education
Cunningham, Courtney—Physical Education
Currie, Teresa—Special Education
Darragh, Kari—Special Education
Davis, Kylie—Music
Davis, Stacey—Grade 5

Dawkins, Bridgette—Grade 1
Dawson, Amanda—Grade 3
Donnelly, Jessica—Grade 1
DuVall, Gregory—Physical Education
Eaves, Dana—Kindergarten
Edwards, Wendy—Grade 3
Farrow Beers, Rachel—Speech/Language
Fenton, Keeley—Grade 5
Fenton, Robert—Teaching Assistant
Fowlston, Todd—Teaching Assistant
Gilgan, Dana—Grade 3
Greer, Andrea—Art
Hadamik, Belinda—RN
Hess, Tobie—Grade 1
Howard, Jennifer—Grade 4
Ingerto, Kristie—School Counselor
Jackson, Rachel—Special Education
Jessup, Peggy—RN, Nurse
Johnson, Heidi—Grade 4
Jones, Amy—Grade 4
Kenyon, Alison—Kindergarten
Kline-McDermott, Stacey—Special Education
Kmetz, Jennifer—Grade 1
Kochanowski, Brenda—Occupational Therapist
Lee, Laura—Speech/Language
Lewis, Jessica—Grade 3
Lindridge, Tina—Grade 2
Longman, Rita—Special Education
Lyons, Jeffrey—Music
Madugno, Elizabeth—Social Worker
Maltzan, Lydia—Teaching Assistant
Marks, Anne Marie—Kindergarten
Marrone, Stephanie—Grade 2
May, Melanie—Physical Education
Mead, Emma—Grade 4
Miller, Olivia—Special Education
Mullen, Austin—Kindergarten
Mullin, William—Social Worker
Murray, Karen—Grade 5
Neidhart, Indy—Special Education
Norton, Libby—Grade 4
O'Hara, Jill—Grade 5
Palmer, Christine—Physical Therapist
Parsons, Sara—Special Education
Pearce, Michael—Special Education
Reichard, Erica—Grade 2
Salamon, Ann—Occupational Therapist
Schantz, Amy—UPK
Shapley-Blenis, Jessica—Special Education
Shattuck, Kelly—Special Education
Shaw, Bridget—Grade 3
Sherry, Jennifer—UPK
Slentz, Michele—Special Education
Stango, Jenna—Music

Stewart, Joanna—Grade 4
Supensky, Melissa—UPK
Taranto, Alexi—Psychologist Intern
Thomas, Gene—Grade 5
Thompson, Keith—Grade 5
Thorne, Amy—Reading
Todd, Kathleen—Library Media Specialist
Trass, Leah—Special Education
Trass, Melissa—Kindergarten
Vinal, Tracie—Grade 1
Watkins, Cynthia—Reading Westbrook,
Sue Ellen—Grade 3
Young, Erin—Psychologist

Middle School Staff

Alger, Samantha—Math
Barry, Jeffrey—Physical Education
Braman, Ashley—English
Bugyi, Shana—Special Education
Burns, Julie—Music/Vocal
Czachowski, Jessica—Art/Yearbook Douglass,
Saneen—Special Education
Eselin, Jennifer—Science
Ford, Jennifer—School Counselor
Gray, Joshua—Social Studies
Gunther, Andrea—RN, Nurse
Hadamik, Belinda—RN
Haluska, Alexis—Speech/Language
Hobart, Danielle—Special Education Howard,
Aimee—Math
Hunter, Kelly—Social Worker
Jones, Kim—Teaching Assistant
Keene, Mary Ann—Science
Krivit, David—English
Krivit, Melissa—English
Lane, Kristie—Social Studies
Leslie, Tamie—Special Education
Maloney, Bethany—LOTE
Masciola, Stephanie—Social Studies Minckler,
Carmela—Special Education Mulligan, Karen—
Home & Careers
Parker, Michelle—Physical Education
Piske-Fleming, Kathleen—Special Education
Robertson, Jeffrey—LOTE Spanish
Ryan, Jonathan—Teaching Assistant/Computers
Sabin, Rebecca—Teaching Assistant/Music
Snogles, Stacey—School Counselor
Sprague-Getsy, Alexander—Technology
Stoddard, Lynda—Health
Tackabury, Melissa—Math
Taranto, Alexi—Psychologist Intern
Tianello, Courtney—Special Education Warner,
Bobbie—Special Education
Williams, Katy—English
Zdanowicz, Amanda—Science

High School Staff

Barney, Dean—Special Education
Brennan, Elizabeth—English
Buehner, Kenneth—Social Studies
Bugbee, Scott—Technology
Butzgy, John—Special Education
Chiappetta, Nicole—Agriculture
Dennison, Chet—Physical Education
Diana, Erin—Special Education
Dugan, Gary—Mathematics
Gunther, Andrea—RN, Nurse
Hadamik, Belinda—RN
Hadden, Constance—Mathematics
Haluska, Alexis—Speech/Language
Hess, Marilyn—Special Education
Irwin, Alan—Science
Jones, Gretchen—Special Education
Lawton, Kelly—LOTE, Spanish
Layman, Christina—Physical Education
Macker, Wesley—Physics
Martinez, Jennifer—Special Education
McCumiskey, Terence—Social Worker
Morgan, Marjorie—Teaching Assistant/Pool
Mosher, Reinian—Social Worker
Newman, Kristian—Art
Neidt, Bryan—Social Studies
O'Bryan, Charles—Library Media Specialist
O'Connor, Jena—ELA
Olive, Kayleigh—Art
Pirnie, Elizabeth—School Counselor
Poyer, Candice—School Counselor
Rende, Thomas—English
Roche, Joe—MS/HS Band
Rodriguez, Michael—Social Studies
Sherry, Jonathan—Social Studies
Slentz, William—Special Education
Tackabury, Jay—Social Studies
Taranto, Alexi—Psychologist Intern
Thorpe, Tiffani—English
Vibbard Jr., Kevin—Mathematics
Weidman, Charlee—Science

Support Staff

After School Plus

Wilson, Robin—Coordinator
Cross, Millie—Assistant
Martino, Melanie—Assistant
Quinn, Anna—Assistant
Rogers, Judith—Assistant

Custodial/Maintenance

Van Wagner, Tammi—Buildings
& Grounds Typist
Boos, Daniel—HS
Brewer, Abraham—
Maintenance
Brown, Kim—ES
Chesebro, Norman—ES
Coy, Aaron—ES
Day, John—ES
Diamond, Shayne—MS/HS
French, Brandon—MS/HS
Gould, Jason—MS/HS
Hitt, Alan—MS/HS
Horton, April—ES
Horton, Scott—MS/HS
Johnson, Jayson—MS/HS
Johnson, Prudence—ES
Lee, Jeremy—MS/HS
Lindholm, Jared—Maintenance
Mahardy, Galen—ES
Peek, Donald—ES
Seifert, Melanie—MS/HS
Taranto, Margaret—ES
Webb, Jennifer—MS/HS

Monitors

Blanchard, Erica—ES
Bluy, John—MS/HS School
Attendance
Hatton, Jade—MS
Horton, Janet—ES
Schutte, Shelia—ES
Wells, Amanda—ES

Teacher Aides

Bates, Alexa—ES
Beckwith, Crystal—ES
Beers, Judy—ES
Benedict, Deborah—MS
Browning, Bob—HS

Button, Trista—MS
Chrisbacher, Colby—MS
Cornelius, Tammy—ES
Costantini, Teresa—ES
Cronk, Kristen—MS
Cross, Mildred—ES
Dando, Erica—ES
Dunham, Daniel—HS
Dushko, Judy—ES
Fitzpatrick, Susan—ES
Fontaine, Abigail—ES
Fontaine, Rebecca—ES
Gage, Kati—ES
Gross, Amy—ES
Hamilton, Candy—ES
Hayward, Karen—HS
Hitt, Adam—ES
Jandreau, Laura—ES
Jeffrey, Tracey—ES
Jenkins, Jennifer—HS
Jennings, Angel—HS
Jennings, Jean—HS
Johnson, Tiffany—MS
Law, Megan—ES
Leet, Eileen—ES
Martino, Melanie—ES
Mastro, Pam—ES
Mead, Linda—ES
Miner, Mary—ES
Moyer, Marissa—HS
Percival, Nicole—ES
Price, Joyce—ES
Rollins, Brittany—ES
Rundell, Sherri—HS
Stumpf, Jessica—ES
Swenson, Deborah—ES
Thompson, Jennifer—ES
Thornton, Tracey—ES
Webb, Kristine—ES
Wilcox, Nancy—HS
Wilson, Robin—ES
Zybdniewski, Amy—ES

Cafeteria

Corey, Kathleen—ES
Garrison, Elizabeth—HS
Johnson, Deanna—ES
Kmetz, Miriam—ES

Marquard, Lori—HS
Quinn, Anna—ES
Peek, Jennifer—HS
Rogers, Brenda—HS
Rogers, Judith—ES
Staelens, Sierra—HS

Transportation

Anderson, Karen
Beaver, Paula
Benedict, Deb
Brown, Larry
Burgess III, George
Chase, Skylar
Cox, Martin
Dobson, Holly
Dunn, Destiny
Emma, David
Emma, Diane
Fuller, Martha
Hatton, Jade
Hicks, Michael
Holden, Dale
Izzie, Becky
Izzie, Nichole
Keller, John
Lawrence, Pat
Lyons-Schroer, Jessica
Marquard, Christopher
McCracken, Donna
McDermott, Jeffrey
McKenna, Dennis
Misch, Barnaby
Neubauer, Donald
Palmiter, Vern
Palmiter, Whitney
Pierce, Jr., Roy
Prentice, Carol
Rundell, David
Slaucenburg, Edna
Stone, Wendi
Stroebe, Bobbie Jo
Symonds, Stan
Webb, Douglas
Wells, Amanda
Wiggins, Ken

DIGNITY FOR ALL STUDENTS ACT

The Dignity for All Students Act prohibits harassment and/or discrimination of students by employees or other students on school property or at school functions based upon a student's actual or perceived race, color, weight, national origin, ethnic group, religion, religious practice, disability, sexual orientation, gender or sex. Effective 7/1/13, DASA also prohibits cyberbullying (harassment or bullying by any form of electronic communication), including incidents that occur off-campus that may create a disruption in the school environment.

All matters of harassment will be taken very seriously. Reports of harassment will be dealt with in a timely manner. We will implement the Olweus Bullying Prevention Program, which fosters a climate of tolerance, civility, and acceptance. This program is designed to improve peer relations and make school a safer and more positive place for students to learn.

Students will be provided with character education and instruction in the safe and responsible use of the Internet and electronic devices. Interventions will be available for students who are bullied or harassed, as well as those who engage in these acts.

For additional information or to report incidences of harassment, which includes bullying, complete the bullying reporting form online at <https://www.secsd.org/Bullying.aspx> and contact one of the building level DASA coordinators.

- Primary School: William Mullin or Kristie Ingerto, 607-674-7336
- Intermediate School: Chelsea Calhoun or Liz Madungo, 607-674-7336
- Middle School: Jennifer Ford, Stacey Snogles, or Kelly Hunter, 607-674-7382
- High School: Candice Poyer or Elizabeth Pirnie, 607-674-7315



BOE MEETINGS 2021-2022

The Sherburne-Earlville Central School District Board of Education has adopted the following calendar for meetings during the 2021-2022 school year. BOE meetings begin at 6:30 p.m. on the dates listed below and are held in the Sherburne-Earlville Elementary School Library Classroom. Please call the District Office at 607-674-7300 for information on how to attend/view board meetings as the COVID-19 health crisis may prevent in-person attendance at any time.

August

9 Regular Meeting
23 Work Session

September

13..... Regular Meeting
27 Work Session

October

18..... Regular Meeting

November

1 Regular Meeting
15..... Work Session

December

13..... Regular Meeting

January

10..... Regular Meeting
24..... Work Session

February

7 Regular Meeting
28 Work Session

March

7 Regular Meeting
21 Work Session

April

4 Regular Meeting
20 Regular meeting, 6:30 p.m.
and Special Meeting: Vote on BOCES Admin,
Budget, and BOE Members

May

9 Regular Meeting and
Budget Hearing, Elementary Band Room
17..... Budget Vote, Auditorium Lobby,
Noon-9 p.m.

23 Regular Meeting

June

13..... Regular Meeting

CHILD FIND NOTICE

The Sherburne-Earlville Central School District recognizes its responsibility to provide a free and appropriate public education to eligible students with disabilities within its geographical boundaries. The District has a "child find" process that is designed to locate, identify and evaluate children with disabilities residing within its geographical boundaries, preschool through grade 12 or through age 21 if they have not received a high school diploma.

If you know a child who lives within the boundaries of the Sherburne-Earlville Central School District and attends school in the District who may be in the need of special education and/or related services, please contact the District's Director of Special Education for further information regarding the referral and evaluation process. If the student is a school-age student who attends a non-public private school that is not located

within the geographical boundaries of the School District, the student may need to be referred to the school district in which the non-public school is located in order to receive services during the regular school year. Please contact that school district for information regarding time deadlines for requests for services.

The District's Child Find process extends to students with physical or mental impairments that substantially limit a major life activity. Such students may be eligible for services or accommodations pursuant to Section 504 of the Rehabilitation Act. Section 504 is a Federal civil rights statute that prohibits discrimination against persons with disabilities and programs receiving Federal financial assistance. Please contact your child's building principal for more information regarding Section 504 eligibility and services.

WEBSITE ACCESSIBILITY STATEMENT

The Sherburne-Earlville Central School District is committed to ensuring the accessibility of our web content to people with disabilities. We are actively taking steps to ensure our online content conforms to ADA Compliance standards.

This policy applies to all new, updated and existing web content on www.secsd.org and related social-media pages. Links may be provided to outside resources that are not ADA compliant. We cannot control the accessibility of the content within these outside links.

Concerns/complaints should be submitted in writing and mailed to Sherburne-Earlville Central School District, 15 School Street, Sherburne, NY 13460. Please include the following information:

- Date of Concern/Complaint
- Your Name
- Your Address
- Your Email Address
- Your Phone Number
- Internet Address/Location of Accessibility Problem
- Description of Problem Encountered
- Solution Desired
- Your Signature

Accessibility issues also may be reported to the Superintendent via email at bersonr@seonline.org.

We may contact you for further information. The investigation process is typically completed within 15 working days from the date the concern/complaint is received.

USE OF STUDENT IMAGES

The Sherburne-Earlville School District features photographs, videos and/or the work of our students in district and community publications on a regular basis. Names sometimes accompany these images, especially for those students who earn special recognition (awards, certificates, honors, etc.) from the district and/or outside entities.

These images may appear in printed district publications (such as brochures, calendars, newsletters, pamphlets, yearbooks, etc.); on the district's website (www.secsd.org); on the district's social media pages (Facebook and Twitter); etc.

If you object to your child's image, name or work appearing in these formats, you must submit that objection in writing to the district Superintendent.

FERPA NOTIFICATION

This Notification of Rights under the Family Educational Rights and Privacy Act (FERPA) is intended to advise you of your rights with respect to the school records relating to your student pursuant to the Federal "Family Educational Rights and Privacy Act of 1974."

Parents of a student under 18, or a student 18 or older, have a right to inspect and review any and all official records, files, and data directly related to their children or themselves, including all material that is incorporated into each student's cumulative record folder, and intended for school use or to be available to parties outside the school or school system, and specifically including, but not necessarily limited to, identifying data, academic work completed, level of achievement (grades, standardized achievement test scores), attendance data, scores on standardized intelligence, aptitude, and psychological tests, interest inventory results, health data, family background information, teacher or counselor ratings and observations, and verified reports of serious or recurrent behavior patterns.

A parent of a student under age 18 or a student age 18 or older shall make a request for access to that student's school records, in writing, to the Superintendent of Schools, Guidance Counselor or Principal. Upon receipt of such request, arrangements shall be made to provide access to such records within a reasonable period of time, but in any case, not more than forty-five (45) days after the request has been received.

Parents and students are also entitled to an opportunity for a hearing to challenge the content of such records, to insure that they are not inaccurate, misleading, or otherwise in violation of the privacy or other rights of students, and to provide an opportunity for the correction or deletion of any such inaccurate misleading, or inappropriate data contained therein. Any questions concerning the procedure to be followed in requesting such a hearing should be directed to the Superintendent.

Student records and any material contained therein that is personally identifiable are confidential and may not be released or made available to persons other than parents or students without the written consent of such parents or student. There are a number of exceptions to this rule, such as other school employees and officials, and certain state and federal officials, who have a legitimate educational need for access to such records in the course of their employment.

Students with disabilities shall have the option of deciding whether to disclose the existence of their disability on their high school transcripts.

ADULT BASIC EDUCATION/ HIGH SCHOOL EQUIVALENCY

Are you interested in earning a high school equivalency diploma, or improving your reading, writing and math skills? There are free, educational services available through Afton Central School's Adult and Continuing Education program.

Afton Central School's Adult and Continuing Education program sponsors two classes per week in many area schools and libraries. You may join a class at any time. Classes are free, and the work is individualized.

For those unable to attend a class, there is a program offered through the mail called GRASP (Give Ready Adults a Study Program). This program is designed for motivated people age 21

or older who work well on their own and possess good reading skills.

For more information about classes or GRASP, call June White, Director, at 607-639-2811 or 1-800-792-2145.

Note: Individuals who have passed Regents examinations in English Language Arts, Mathematics, Science and Social Studies can substitute those passing scores for a maximum of four of the five corresponding Test Assessing Secondary Completion (TASC) subtests: reading, writing, math, science and social studies. For more information, please call June White at 607-639-2811.



Instructional Calendar

JULY 2021

S	M	T	W	TH	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

AUGUST 2021

S	M	T	W	TH	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

SEPTEMBER 2021

(18+2)

S	M	T	W	TH	F	S
			①	②	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

OCTOBER 2021

(19+1)

S	M	T	W	TH	F	S
					1	2
3	4	5	6	7	⑧	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

NOVEMBER 2021

(18)

S	M	T	W	TH	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

DECEMBER 2021

(16)

S	M	T	W	TH	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

KEY

- No School—Vacation Day
- Offices Closed
- Half Day for Students
- Staff Development Day
- Regents & State Exams

JULY 2021

- 5 4th of July (Observed)

SEPTEMBER 2021

- 1-2 Staff Development Day—No School
- 6 Labor Day—No School, Offices Closed
- 7 First Day for Students

OCTOBER 2021

- 8 Staff Development Day—No School
- 11 Columbus Day—No School, Offices Closed
- 15 15-Minute Regional Emergency Early Dismissal

NOVEMBER 2021

- 11 Veterans Day—No School, Offices Closed
- 18-19 1/2 Day K-8 Student, Parent/Teacher Conferences
- 24-26 Thanksgiving Recess—No School, Offices Closed

DECEMBER 2021

- 8 1/2 Day K-12 Students
- 23-31 Christmas Recess—No School
- 24 Offices Closed
- 27-31 New Year's (Observed), Offices Closed

JANUARY 2022

- 12 1/2 Day K-12 Students
- 17 Martin Luther King, Jr. Day—No School, Offices Closed
- 25-28 Regents Exams
- 28 End of First Semester

FEBRUARY 2022

- 3-4 1/2 Day K-8 Student, Parent/Teacher Conferences
- 21 Presidents' Day, Offices Closed
- 22-25 Winter Recess—No School

MARCH 2022

- 9 1/2 Day K-12 Students
- 21 Staff Development Day—No School
- 29-31 NYS ELA Testing, Grades 3-8

APRIL 2022

- 11-15 Spring Recess—No School
- 15 Good Friday, Offices Closed
- 26-28 NYS Math Testing, Grades 3-8

MAY 2022

- 11 1/2 Day K-12 Students
- 25 NYS Science Performance Test, Grades 4 & 8
- 30 Memorial Day—No School, Offices Closed

JUNE 2022

- 1 1/2 Day K-12 Students
- 6 NYS Science Written Test, Grades 4 & 8
- 15-23 Regents Exams
- 20 Juneteenth—No School, Offices Closed
- 24 Rating Day, No Regents

JANUARY 2022

(20)

S	M	T	W	TH	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

FEBRUARY 2022

(15)

S	M	T	W	TH	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28					

MARCH 2022

(22+1)

S	M	T	W	TH	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	②1	22	23	24	25	26
27	28	29	30	31		

APRIL 2022

(16)

S	M	T	W	TH	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

MAY 2022

(21)

S	M	T	W	TH	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

JUNE 2022

(17)

S	M	T	W	TH	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

Sherburne-Earlville Central School

15 School Street
Sherburne, New York 13460



The Sherburne-Earlville Central School District is made up of original schools from Lebanon, Poolville, Earlville, Smyrna, North Norwich and Sherburne. Grades UPK-5 are located in the elementary facility adjacent to the Middle School-High School (6-12) in Sherburne.



VISIT OUR WEBSITE
<https://www.secsd.org>



LIKE US ON FACEBOOK
<https://www.facebook.com/SherburneEarlvilleCSD>
(@SherburneEarlvilleCSD)



FOLLOW US ON TWITTER
<https://twitter.com/SECSDTweets>
(@SECSDTweets)

SHERBURNE-EARLVILLE COMMUNICATIONS

To help parents and community members know the best way to communicate with the school, we have created a chain of command guideline that should be a helpful resource. By contacting the following people in the order listed, your questions and concerns can be dealt with more efficiently.

For Questions About	1st Contact	2nd Contact	3rd Contact	4th Contact
Academics	Teacher	School Counselor	Building Principal	Superintendent
Athletics	Coach	Athletic Director	Superintendent	
Behavior	Teacher	Asst. Principal	Building Principal	Superintendent
BOE Policies	District Clerk	Superintendent	Board of Education	
Budget	Asst. Supt.	Superintendent		
Building Use	Head Custodian	Building Principal	Asst. Supt.	Superintendent
Cafeteria	Cafeteria Mgr.	Asst. Superintendent	Superintendent	
Classroom Procedures	Teacher	Building Principal	Superintendent	
Co-Curricular	Advisor	Building Principal	Superintendent	
Facilities	Head Custodian	Asst. Superintendent	Superintendent	
Health Office	Building Nurse	Building Principal	Superintendent	
Scheduling	Teacher	School Counselor	Building Principal	Superintendent
Special Education	Teacher	Building Principal	CSE Chairperson	Superintendent
Transportation	Bus Driver	Trans. Supervisor	Building Principal	Superintendent