

CHANNELS OF COMMUNICATION:

From time to time, all parents have questions, concerns or suggestions regarding their student's activities at school. In the interest of obtaining resolutions for these matters in a timely fashion, we have developed these channels of communication **we encourage you to follow**. Except for emergencies, we ask that you please allow 48 hours for follow-up. You may access a complete list of faculty and staff member's names, voicemail extensions and email addresses via your Edline account. Thank You!

For classroom, teaching or grade-related matters:

Contact with the student's teacher followed by
Contact with the department head followed by
Contact with the student's guidance counselor followed by
Contact with the Director of Guidance followed by
Contact with the Assistant Principal followed by
Contact with the Principal followed by
Contact with the President followed by
Final contact with the Superintendent

For other academic-performance student matters:

Contact with the student's guidance counselor followed by
Contact with the Director of Guidance followed by
Contact with the Assistant Principal followed by
Contact with the Principal followed by
Contact with the President followed by
Final contact with the Superintendent

For disciplinary matters:

Contact with the Dean of Students followed by
Contact with the Assistant Principal followed by
Contact with the Principal followed by
Contact with the President followed by
Final contact with the Superintendent

For sports-related matters:

Contact with the coach followed by
Contact with Director of Athletics followed by
Contact with Assistant Principal followed by
Contact with Principal followed by
Contact with the President followed by
Final contact with the Superintendent

For extra-curricular activity matters:

Contact with activity/club moderator followed by
Contact with the Assistant Principal followed by
Contact with the Principal followed by
Contact with the President

For health-related matters:

Contact with school nurse who will advise administration as necessary.

For student records, transcripts or Edline matters:

Contact with registrar

For business or financial matters:

Contact with business office followed by
Contact with the Business Manager followed by
Contact with the President followed by
Contact with Advisory Board Finance Chair followed by
Final contact with the Superintendent

For enrollment matters:

Contact with the Coordinator of Admissions followed by
Director of Admissions & Recruitment followed by
Contact with the President followed by
Contact with the Advisory Board Enrollment Chair followed by
Final contact with the Superintendent

For marketing matters:

Contact with the Director of Media & Communications

For fundraising & development matters:

Contact with the IPA followed by
Coordinator of Development Activities
Contact with the President followed by
Contact with the Advisory Board Dev. Chair

For alumni matters:

Contact with a Directors of Alumni followed by
Contact with the President followed by
Contact by Advisory Board Alumni Chair

For general, facility, or operational matters:

Contact school secretary who will forward concern to appropriate person(s):
Facility Manager
Principal / President
Advisory Board Facility Chair