

## ***OTSELIC VALLEY DISTRICT COMMUNICATION GUIDELINES***

Frequently, parents and other community members request help in knowing the best way to communicate with the school. The communication guideline chart below will serve as a helpful resource. By contacting the following people in the prescribed order, questions will be answered efficiently.

<b><i><u>For questions about...</u></i></b>	<b><i><u>1<sup>st</sup> Contact</u></i></b>	<b><i><u>2<sup>nd</sup> Contact</u></i></b>	<b><i><u>3<sup>rd</sup> Contact</u></i></b>	<b><i><u>4<sup>th</sup> Contact</u></i></b>
<b><i>Academics</i></b>	Teacher	Guidance Counselor	Bldg Principal	Superintendent
<b><i>Athletics</i></b>	Coach	Athletic Director	Jr/Sr HS Principal	Superintendent
<b><i>Behavior</i></b>	Teacher	Bldg Principal	Superintendent	
<b><i>BoE Policies</i></b>	District Clerk	Superintendent	Board of Education	
<b><i>Budget</i></b>	Business Admin	Superintendent		
<b><i>Building Use</i></b>	Bldg Principal	Supervisor Bldgs & Grounds	Business Admin	Superintendent
<b><i>Cafeteria</i></b>	Cafeteria Manager	Business Admin	Superintendent	
<b><i>Classroom Procedures</i></b>	Teacher	Bldg Principal	Superintendent	
<b><i>Co-Curricular</i></b>	Advisor	Bldg Principal	Superintendent	
<b><i>Curriculum</i></b>	Teacher	Bldg Principal	Superintendent	
<b><i>Facilities</i></b>	Super. Bldg & Grounds	Business Admin	Superintendent	
<b><i>Health Office</i></b>	Bldg Nurse	Bldg Principal	Superintendent	
<b><i>Scheduling</i></b>	Teacher	Guidance Counselor	Bldg Principal	Superintendent
<b><i>Special Education</i></b>	Teacher	Bldg Principal	CSE Chair	Superintendent
<b><i>Transportation</i></b>	Bus Driver	Supervisor Transportation	Business Admin	Superintendent