

South Kortright Central School District Communication Guide

The South Kortright Central School District has developed communication protocols to promote direct, open and respectful interactions so that problems and concerns can be worked out quickly and efficiently. The communication protocol starts with the staff member closest to the situation, as that person will usually have the most information. At times, additional personnel are required to resolve specific situations. Appropriate communication channels for a variety of topics are listed below. The district encourages any and all questions from parents and residents regarding school matters.

South Kortright Central School District Chain of Communication				
For Questions About:	First Contact	Second Contact	Third Contact	Fourth Contact
Academics	Class/Course Teacher	Guidance School Counselor	Principal	
Attendance	School Nurse	Main Office Secretary	Dean of Students	Principal
Athletics	Coach	Athletic Director	Principal	Superintendent
Behavior & Classroom Procedures	Teacher	Dean of Students	Principal	Superintendent
Board of Education Policy	District Clerk	Superintendent	Board of Education	
Budgeting/Purchasing	Business Administrator	Superintendent	Board of Education	
Buildings & Grounds	Facility Director	Superintendent		
Counseling	Teacher/School Counselor	Principal	Superintendent	
Employment and Certification	Business Administrator	Superintendent		
Extracurricular Activities	Advisor	Principal	Superintendent	
Food Services	Cafeteria Manager	Business Administrator	Superintendent	
Health/Medical	Teacher	School Nurse	Principal	Superintendent
Registration & Residency	Main/District Office	Principal	Superintendent	
Safety -Building	Principal/Facility Director	Superintendent		
Special Education	Teacher	CSE Chair	Principal	Superintendent
Technology	IT Specialist	Principal	Superintendent	
Transportation	Transportation Supervisor	Principal	Superintendent	

Please feel free to contact us at (607) 538-9111 and you will be directed to the appropriate office.