

CHAIN OF COMMAND CALLING GUIDE

TOPIC/AREA	1 st CONTACT	2 nd CONTACT	3 rd CONTACT	4 th CONTACT	5 th CONTACT
Academics/Curriculum, Behavioral Intervention Services, Classroom Procedures, Grading, Scheduling	Teacher	Building Principal	Superintendent	Board of Education	
Athletics and Extracurricular Activities	Coach or Adviser	Coordinator of Athletics & Extracurriculars	Building Principal	Superintendent	Board of Education
Board Policies, Voting on School Matters	District Clerk	Superintendent	Board of Education		-
Budget/School Taxes	Business Administrator	Superintendent	Board of Education		-
Facilities Use	Main Office Respective Building	Director of Facilities	Business Administrator	Superintendent	Board of Education
Food Service, Application for Free & Reduced-Priced Meals	Food Services Director	Business Administrator	Superintendent	Board of Education	
Health Services	School Nurse	Building Principal	Superintendent	Board of Education	
Pupils' Schedule, Scholarships, Financial Aid Information	School Counselor	Building Principal			
Registering or Withdrawing a Student	District Registrar				
Special Education, Referral Program	CSE/CPSE Chairperson	Teacher	Building Principal	Superintendent	Board of Education
Transportation (Student Behavior, Stops, Runs, etc.)	Director of Transportation/ Bus Driver	Business Administrator	Superintendent	Board of Education	
Working Paper for Students	Jr./Sr. HS Main Office				