



HOW TO EFFECTIVELY COMMUNICATE WITH SCHOOL OFFICIALS

Established by the Office of the Superintendent

Many parent and community questions are easily and completely answered by communicating directly with the educator in charge of the class or program. Each situation should first be addressed at whatever level the initial action was taken with appeals moving on to the next level on the chain of command. Please follow the protocols below so we can provide fast, efficient service.

On matters **Involving Curriculum, Instruction, School Improvement & Special Education**

- a) Classroom Teacher
- b) Principal
- c) Special Education Supervisor (if applicable)
- c) Dir. Of Curr., Instr., SI & SPED
- d) Superintendent
- e) Board of Education

On matters **Involving Athletics**

- a) Coach
- b) Athletic Director
- c) Principal
- d) Superintendent
- e) Board of Education

On matters **Involving Student Discipline**

- a) Classroom Teacher
- b) Dean of Students (WBV/MS/HS)
- c) Principal
- d) Coordinator of Student Services
- e) Superintendent
- f) Board of Education

On matters **Involving Facilities/ Grounds/ Buildings**

- a) Principal
- b) Building/Grounds/Maintenance Supervisor
- c) Director of Operations
- d) Superintendent
- e) Board of Education

On matters **Involving Transportation**

Discipline

- a) Bus Driver
- b) Transportation Supervisor
- c) Dean of Students
- d) Principal
- e) Superintendent
- f) Board of Education

Routes

- a) Transportation Supervisor
- b) Director of Operations
- c) Superintendent
- d) Board of Education

On matters **Involving Nutrition Services**

- a) Building Food Service Manager
- b) Supervisor of Nutrition Services
- c) Director of Operations
- d) Superintendent
- e) Board of Education

The easiest way to communicate is via e-mail, and a phone call is the next preferable way. Contact information such as e-mail addresses and phone numbers can be found on the district website at www.trotwood.k12.oh.us