

## CHANNELS OF COMMUNICATION

From time to time, parents may have questions, concerns or suggestions regarding their student's academic and extra-curricular activities at school. In the interest of obtaining resolutions for these matters in a timely fashion, we have developed the channels of communication **we encourage you to follow**. Except for emergencies, we ask that you please allow 48 hours during regular school days for follow-up. You may access a complete list of faculty and staff members' names, voicemail extensions, and email addresses via our website. Your daughter's faculty advisor can be the first point of contact who will refer, as necessary, the appropriate support parties to take appropriate action.

### **For course, course placement, teaching or grade related matters:**

Contact the student's teacher, as well as the student's faculty advisor followed by

- ◆ the Department Chair followed by
- ◆ the Assistant Principal for Academics followed by
- ◆ the Principal

### **For other academic performance student matters, such as scheduling:**

Contact the student's academic and college counselor followed by

- ◆ the Director of Academic Guidance followed by
- ◆ the Assistant Principal for Academics followed by
- ◆ the Principal

### **For disciplinary infraction regarding Detention:**

Contact the teacher who issued the detention followed by

- ◆ the Assistant Principal for Student Life followed by
- ◆ the Principal

### **For SERIOUS disciplinary matters:**

Contact the Assistant Principal for Student Life followed by

- ◆ the Principal

### **For sports-related matters:**

Contact the coach followed by

- ◆ the Director of Athletics & Asst. Director of Athletics followed by
- ◆ the Assistant Principal for Student Life followed by
- ◆ the Principal

### **For extra-curricular activity matters:**

Contact the faculty/club moderator followed by

- ◆ the Assistant Principal for Student Life followed by
- ◆ the Principal followed by
- ◆ the President

### **For health related matters:**

Contact the school nurse who will advise administration as necessary. It is also recommended that the student's faculty advisor be notified.

### **For student records or transcript matters:**

Contact the Registrar

### **For business or financial matters:**

Contact the business office followed by

- ◆ the CFO followed by
- ◆ the President

### **For admissions matters:**

Contact the Director of Admissions followed by

- ◆ the President

### **For general, facility, operational matters:**

Contact the Main Office who will forward concern to:

- ◆ Facility Manager followed by
- ◆ the CFO

### **For attendance matters:**

Contact the Attendance Officer followed by

- ◆ the Assistant Principal for Student Life

### **For concussion matters:**

Contact with ALL of the following:

- ◆ School Nurse
- ◆ Assistant Principal for Academics
- ◆ Assistant Athletic Director
- ◆ Director of Athletics

### **For issues of stress in high school:**

Contact the Counseling Department

### **For issues relating to 6-7-8 transitions to school or issues with friends:**

Contact the Director of Personal Development

### **To add another email to the E-Newsletter Distribution:**

Contact the Director of Communications

### **To update your contact information:**

Contact the Registrar