

PROBLEM SOLVING

Problems and concerns can most quickly be reduced if the matter is brought to immediate attention of the proper authority. In order to expedite matters the following people are suggested as most likely to be able to provide immediate attention to the problem.

1. Building Principal - scheduling, general behavior problems, school calendar, academic problems, general administrative matters, and emergencies.
2. Assistant Principal - discipline problems, student activities, attendance, behavior problems, excuses from school, scheduling of most building activities, general student concerns.
3. Athletic Director - all matters related to the interscholastic athletic program.
4. School Nurse - medical examinations, inoculation programs, general health problems, dental examinations, health records, etc.
5. Guidance Counselor - college entrance testing program, course selections, career opportunities explanations, parent/teacher conferences, confidential concerns and problems, withdrawal from school, registration of new students, and other testing programs.
6. Business Manager - payments of bills, school finances, cafeteria, non-professional matters, use of school facilities.
7. Transportation Supervisor - bus schedules, bus routes, bus discipline problems, concerns over drivers, missed pupils, etc.

In all cases the Superintendent of Schools is available to respond to your call and assist in the solving of a problem.