

## Whom Shall I Contact?

Parents often have questions or concerns and are unsure whom they should contact in the school district. While everyone in the Pardeeville School District is willing to be of service to you, the following chart may be of help. We encourage you to contact us whenever you have a concern. If after making the initial contact you feel you need more clarification, contact the next person listed. If you care to pursue your question/concern further make the third contact.

QUESTION/CONCERN	FIRST CONTACT	SECOND CONTACT	THIRD CONTACT
Concern with a student's academic progress in a particular class?	Teacher of class	Guidance counselor	Principal
Regarding student's class schedule?	Guidance counselor	Principal	
Best course of study during high school?	Guidance counselor	Principal	
Grade a student received in a course?	Teacher of the class	Guidance counselor	Principal
Standardized test results?	Guidance counselor	Principal	
Selection of colleges, college scholarships, or post secondary plans?	Guidance counselor	Principal	
Concern over personality changes, perceived problems?	Guidance counselor	Principal	
Student's extra-curricular activities?	Coach/Advisor of the activity	Guidance counselor	Activities Director
Sanction placed on a student because of discipline in a particular class?	Teacher of the class	Principal	Superintendent
Discipline situation not related to a particular class?	Principal	Superintendent	
Bus issues?	Bussing Company	Principal	Superintendent
Fees or fines?	Administrative Assistant	Principal	Financial Manager
Athletic program or particular sport?	Coach of the sport/activity	Activities Director	Principal
Alcohol/drug use or abuse?	Guidance Counselor	Principal	Police School Resource Officer