

2024/2025 WHO DO I CONTACT?

Who do I go to	Shelley	Michelle	Kathleen	Office	Dave
Curriculum questions	X				
Lesson Planning	X				
Lesson Plans & Sub Plans	X				
Animals in the classroom	X				
Parental Concerns	X		X		
504's & IEP's	X		X		
Special Education matters	X		X		
Behavior management	X		X		
Student support or self-regulation	X	X	X		
Safety regulations	X	X	X	X	X
Field Trips		X			
Classroom Furnishings		X			X
Teacher Supplies		X			
Student Supplies		X			
Payroll		X			
Human Resource issues		X			
Union issues		X			
Scheduling a sub		X			
Duty Schedule	X	X			
Classroom schedules	X	X			
Employee Absences	Email	Shelley	Michelle	& Office	
Art Lab reservations				X	
Science room reservations				X	
Cooking room reservations				X	
Outdoor classroom reservations				X	
Nursing or medical questions (allergies, etc.)				X	
Volunteers on Campus				X	
Student rosters				X	
Student records				X	
Student attendance				X	
Copier machines				X	
Fax machines				X	
Phones				X	
Technology software	X				
Technology Hardware	X				
Plumbing/Electrical issue					X
Repairs, fixes, maintenance					X
Custodial needs or concerns					X
Playground repairs or hazards					X

Updated 9/2024