



## Who to Contact with Questions/Concerns

By following this contact chain, parents/guardians, students, and community members will have questions or concerns addressed quickly and efficiently. If you are unable to reach the first contact or your issue is not resolved, please move on to the second contact and so on until your concern has been addressed.

<b>Athletics</b> Step 1: Coach Step 2: Ryan Dando, Athletic Director Step 3: Darcy Woodcock, Superintendent	<b>Health/Medical</b> Step 1: School Nurse, Counselor, Social Worker Step 2: Building Principal Step 3: Darcy Woodcock, Superintendent
<b>Attendance</b> Step 1: Main Office or Nurse Step 2: Building Principal Step 3: Darcy Woodcock, Superintendent	<b>Residency/Registration</b> Step 1: TBD, Registrar Step 2: Paul Schiener, Director of Instructional Services Step 2: Darcy Woodcock, Superintendent
<b>Budget</b> Step 1: Kevin Sommer, School Business Administrator Step 2: Darcy Woodcock, Superintendent	<b>Safety/Security</b> Step 1: Classroom Teacher Step 2: Building Principal Step 3: Darcy Woodcock, Superintendent
<b>Classroom (curriculum, instruction, behavior, etc.)</b> Step 1: Classroom Teacher Step 2: Building Principal Step 3: Darcy Woodcock, Superintendent	<b>Scheduling (High School Level)</b> Step 1: School Counselor Step 2: Mike O'Brien, JSHS Principal Step 3: Darcy Woodcock, Superintendent
<b>Extracurricular Activities &amp; Clubs</b> Step 1: Activity or Club Advisor Step 2: Building Principal Step 3: Darcy Woodcock, Superintendent	<b>School (student conduct, events, concerns etc.)</b> Step 1: Building Principal Step 2: Darcy Woodcock, Superintendent
<b>Facilities</b> Step 1: Building Principal Step 2: Jerry Bishop, Assistant Director of Facilities Step 3: Kevin Sommer, School Business Administrator Step 4: Darcy Woodcock, Superintendent	<b>Special Education</b> Step 1: Program Manager/Teacher Step 2: Building Principal Step 3: Cristy Bobbett, Director of Student Support Services Step 4: Darcy Woodcock, Superintendent
<b>Food Service</b> Step 1: Mark Guccardi, Cook Manager Step 2: Kevin Sommer, School Business Administrator Step 3: Darcy Woodcock, Superintendent	<b>Transportation</b> Step 1: Katie Murphy, Transportation Supervisor Step 2: Building Principal/Director of Student Support Services (for off-campus special education programs) Step 3: Kevin Sommer, School Business Administrator Step 4: Darcy Woodcock, Superintendent

Athletics Office: 315-696-6232  
 Business Office: 315-696-6206  
 District Office: 315-696-6204  
 Elementary Main Office: 315-696-6213

Facilities: 315-696-6218  
 Jr.-Sr. High Main Office: 315-696-6235  
 Special Education: 315-696-6221  
 Transportation: 315-696-6250