

Allendale Public Schools recognizes the value and importance of open and frequent communication. Many parent, staff and community questions or concerns can be quickly addressed by communication directly with the educator in charge of the class or program. Please use this toolkit for timely and helpful assistance. While response time is typically sooner, please allow 24 hours for a response. All contact information is available on our website.

I have a question or concern. It involves:



Instruction/ Curriculum

Order of Contact:

- 1. Classroom Teacher
- 2. Principal
- 3. Curriculum Director
- 4. Superintendent
- 5. Board of Education

Order of Contact:

- 1. Special Education Teacher
- 2. Principal
- 3. Special Education Director
- 4. Superintendent Special Education
 - 5. Board of Education



Order of Contact:

- 1. Coach
- 2. Athletic Director
- 3. Principal
- **Athletics**
- 4. Superintendent
- 5. Board of Education



Safety

Order of Contact:

- 1. In case of emergency, call 911
- 2. Principal
- 3. Superintendent
- 4. Board of Education



Order of Contact:

- 1. Classroom Teacher
- 2. Principal
- **Student Discipline**
- 3. Superintendent 4. Board of Education





Order of Contact:

- 1. Principal
 - 2. Director of Facilities
 - 3. Superintendent
 - 4. Board of Education





Order of Contact:

- 1. Bus Driver
- 2. Director of Transportation
- 3. Superintendent

Transportation

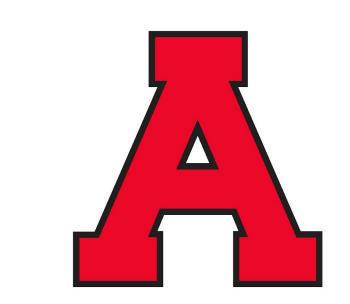
4. Board of Education



Food/ Nutrition Services

Order of Contact:

- 1. Principal
- 2. Director of Food Services
- 3. Superintendent
- 4. Board of Education



Allendale Public Schools

COMMUNICATION **TOOLKIT**



Order of Contact:

- 1. Principal
- 2. Director of Technology
- 3. Superintendent
- 4. Board of Education