

## Who Should I Contact At Whitehorse

As hard as we try, schools can be confusing places to parents/guardians and community members. In our ongoing effort to be more accessible, the following chart has been prepared. Please call the school at 204-4490 and to speak to the appropriate person.

<u>Questions/Concerns</u>	<u>First Contact</u>	<u>Second Contact</u>	<u>Third Contact</u>
concerns with a student's academic progress in a particular class	Homeroom Teacher	Teacher of the class	Principal
Concern with a grade a student may have received	Teacher of the class	Homeroom Teacher	Principal and/or Learning Coordinator
Concerns with a sanction placed on a student because of discipline in a particular class	Referring Teacher	Homeroom Teacher	Principal
Questions regarding a student's class schedule or class selection	Learning Coordinator	Homeroom Teacher	Principal
Concerns about alcohol/Drug use or abuse	Social Worker, Nurse, Psychologist	Principal	
Questions regarding overall school policies or procedures- academics	Learning Coordinator	Principal	
Questions regarding overall school policies or procedures- Behavior	BRS	Principal	
Questions regarding student health issues	Nurse or Nurse Assistant	Principal	
Questions regarding the overall school calendar	Middle School Office	Learning Coordinator	
Questions regarding registration fees, lockers	Middle School Office	Learning Coordinator	
Questions regarding student attendance	Middle School Office	Social Worker	
Questions regarding Alternative Learning Center ( in- school suspension)	PBS Coach	Principal	
Concerns with a student's suspension	Principal		
Questions regarding after school clubs	MSCR Coordinator	Learning Coordinator	Principal
Questions regarding busing	Madison Metro Bus Co.	Middle School Office	Principal
Questions regarding food service or student lunch accounts	Food Service Manager	Middle School Office	Principal
Translations	BRS	BRT	