



INTERNAL COMMUNICATION GUIDELINES

<i>For Questions About</i>	<i>1st Contact</i>	<i>2nd Contact</i>	<i>3rd Contact</i>	<i>4th Contact</i>	<i>5th Contact</i>
Academics	Teacher	Principal	Director	ASI	District Supt.
Behavior	Teacher and/or Counselor	Principal	Director	ASI	District Supt.
CVES Board	District Clerk	District Supt.	CVES Board		
Budget	Principal	Director	ASMS	District Supt.	
Building Use	Principal	Director	Director of Facilities II	ASMS	District Supt.
Cafeteria	Principal	District Food Service Supervisor cc. Director	ASMS	District Supt.	
Classroom Procedures	Teacher	Principal	Director	ASI	District Supt.
Co-Curricular	Advisor	Principal	Director	ASI	District Supt.
Curriculum	Teacher	Principal	Director	ASI	District Supt.
Facilities	Principal	Director	Director of Facilities II	ASMS	District Supt.
Health Issues	Teachers and/or Building Nurse	Principal	Director	ASMS/ASI	District Supt.
CV-TEC	Teacher	Principal	Director	ASI	District Supt.
Special Education	Teacher	Principal	Director	ASI	District Supt.
Staffing	Principal	Director	ASI/ASMS	District Supt.	
Transportation	Principal	School District Dir. Of Transportation	Director	ASI	
Technology Helpdesk	Systems and Network Technician/Tech Dept	Principal	Director	ASI	District Supt.
Field Trips	Teacher	Principal	Director	ASI	District Supt.

ASI = Assistant Superintendent for Instruction & 21st Century Learning

ASMS = Assistant Superintendent of Management Services