

Back to School 2018

Flow Chart for Daily Communication & Delegation

Please use the appropriate channel of communication to serve your needs. All staff emails are on our website.

Academics	1st Contact	Communication	1st Contact
Academic Achievement Policy	Ms. Nuzzolese	Attendance policy	Ms. Nuzzolese
Acceptable Academic Achievement	Teacher of the Subject/Class	Attendance/Absences	Mrs. Auer
Class Mass 6-8	Mrs. David	Calendar	Website
Class Mass TK-5	Homeroom teacher	Church Bulletin Information	Dr. Quinly
Curriculum	Teacher of the Subject/Class	Emergency Preparation	Dr. Quinly
Extra support in the classroom	Teacher of the Subject/Class	Facilities booking	Mrs. Auer
Gradelink log-in/passwords	Mrs. Tuverson	Health/Medical Records	Mrs. Auer
Graduation	Dr. Quinly	Monday Newsletter	Ms. Nuzzolese
Homework	Teacher of the Subject/Class	Official Forms	Mrs. Auer
Instruction	Teacher of the Subject/Class	Safety Concerns	Ms. Nuzzolese
Laptop/iPad hardware	Mrs. Tuverson	Website Announcements	Mrs. Tuverson
Schoology login/passwords	Ms. Davis	Extra-Curricular	1st Contact
Student Success Team - SST	Ms. Villalobos	Academic Decathlon	Dr. Quinly
Tech Instructional Programs	Ms. Davis	Adeste	Mrs. Auer
Middle School Value-Added	1st Contact	Choir	Ms. Birute Sinkeviciute
Book Club	Ms. Nuzzolese	Enrichment	Mrs. Varnell
Electives	Ms. Nuzzolese	Instrumental Music	Mr. Matone
Habits	Ms. Villalobos	Learning Commons	Ms. Grant
World Language	Mrs. Tuverson	Project Think	Ms. Camille Kestermen
Discipline	1st Contact	Sports/Physical Education	Mr. Villegas
Incident	Teacher of the Subject/Class	Student Council	Mr. Dansart
Policy	Dr. Quinly	Yearbook	Mrs. Tuverson
Detention	Ms. Nuzzolese		
Student Support	Ms. Nuzzolese		
Family Life	1st Contact		
Admissions	Ms. Korte		
Hot Lunch	www.luncheswithlove.com		
New Families	Dr. Quinly		
PTC (Parent Teacher Council)	PTC Reps located on website		
Religious Education	Dr. Quinly		
Uniform	Ms. Nuzzolese		

Handwriting practice lines consisting of a series of horizontal lines. The top five lines are thin and widely spaced. A thick vertical line on the left side marks the beginning of a section with 20 more thin horizontal lines, which are more closely spaced than the top section.



Table 1