

I have a question...

Who do I call?



CONCERN	1st Contact	2nd Contact	3rd Contact	4th Contact
Building-specific				
Academics	Classroom Teacher	Building Principal	Director of Teaching and Learning	Superintendent Office
Behaviors on the playground/lunch	Classroom Teacher	Building Principal	Director of Teaching and Learning	Superintendent Office
Behavior Consequences	Classroom Teacher	Building Principal	Director of Teaching and Learning	Superintendent Office
Student Interactions	Classroom Teacher	Building Principal	Director of Teaching and Learning	Superintendent Office
Facility-use				
Use of Facility	Building Principal/ Supervisor	Director of Operations	Chief Administrative Officer	
Maintenance/Custodial				
Concerns with facilities, safety, or cleanliness	Building Secretary	Building Principal	Director of Operations	Chief Administrative Officer
Food Service				
Food Service Questions	Director of Food Services	Director of Operations	Chief Administrative Officer	
Food Service Menu	Office Secretary	Director of Food Services	Chief Administrative Officer	
Security				
Building Safety	Building Principal	School Resource Officer	Head of Security	Chief Administrative Officer

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Special Education				
Questions	Classroom Teacher	School Social Worker	Principal	Director of Special Education
EL (English Learners)				
EL questions	EL teacher	Principal	Supervisor of Multilingual Learners	Director of Teaching and Learning
Athletics				
Student conflict at practice/games	Coach	Athletic Director/Building Principal	Chief Administrative Officer	Superintendent's Office
Coach conflicts	Athletic Director	Building Principal	Chief Administrative Officer	Superintendent's Office
Enrollment				
Registration	Building Secretary	Pupil Accountant or Enrollment Specialist	Chief Administrative Officer	
Technology (ie. Chromebooks, chargers, Hotspots)				
PowerSchool	Building Secretary	Technology Department		
Chromebooks	Tech Help Desk			
Transportation				
Walking Bus	Building Secretary	Lead Caretaker		
Other Services				
Basic Needs/ DHHS Help	Building Secretary	KSSN	DHHS	
Homeless Support	Building Secretary	KSSN/ School Social Worker	Homeless Liaison	Director of Special Education

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Administration

Administration Office (616) 241-4722

Superintendent's Office (616) 241-4722 ext. 5320

Director of Teaching & Learning (616) 241-4722 ext. 5331

Director of Student Services (616) 241-4722 ext. 5332

Chief Administrative Officer (Finance & HR) (616) 241-4722 ext. 5323

Departments

Athletics, (616) 452-3296 ext. 4330

Operations/Facilities, (616) 452-8703 ext. 1330

Transportation, (616) 452-8703 ext. 1330

Student Services, (616) 241-4722 ext. 5328

Technology, (616) 377-4365

Food Service, (616) 452-3296 ext. 4332

Finance & HR, (616) 241-4722 ext. 5324

KSSN

- ECC: 616-452-8703 ext. 1324
- GEL: 616-243-0533 ext. 2325
- LMS: 616-452-3296 ext. 7323
- LHS/ELC: 616-452-3296 ext. 4322
 - (all coordinators speak Spanish as well)

DHHS

- DHHS Success Coach (ECC)
 - Sarah Wildman: 616-970-2164

Mckinney-Vento/Homeless Liaison, 616-241-4722 ext. 5328

Schools

Godfrey-Lee Early Childhood Center (ECC), (616) 452-8703

Godfrey Elementary (GEL), (616) 243-0533

Lee Middle/High School, (616) 452-3296

East Lee Campus, (616) 241-2661

