



School & Family Communication Guide

Please use this guide to help promote effective school and family communication. As you know, communication is essential to each student’s academic success and social-emotional wellness.



Student-related Questions or Concerns

Below are the first points of contact for academic and student-related issues.

Contact information can be found in the SPS Staff Directory in our ASPEN Family and Student Portal.

ACADEMICS

Assignments/Grading	Classroom Teacher
Academic Progress (K-12)	Classroom Teacher
Class Placement Level (6-12)	Guidance Counselor
Curriculum, Lesson, Unit (K-12)	Classroom Teacher
Homework/Lessons	Classroom Teacher
Schedules/Placement (PK-5)	Principal
Schedules/Placement (6-12)	Guidance Counselor

HEALTH AND SAFETY

Health	School Nurse
Social-Emotional Concerns	Adjustment Counselor
Bus Behavior (PK-5)	Principal
Bus Behavior (6-12)	Assistant Principal
Behavior/Peer Interactions	Classroom Teacher
Allegation of Bullying	Report a Concern (Online Form)

STUDENTS

Athletics	Team Coach
Attendance	Classroom Teacher
Extracurricular Activities	Advisor
Student Records (PK-5)	School Secretary
Student Records (6-12)	Guidance Office

TECHNOLOGY

Technology Use in the Classroom	Classroom Teacher
Technical Support	District Technology Department

FAMILIES

School Lunch Services My School Bucks	Cafeteria Manager
Section 504 Americans with Disabilities Act (ADA)	Classroom Teacher
Special Education Referral	Classroom Teacher
Home Schooling	Assistant Superintendent
Student Registration	Admin Asst. to the Director of Business and Finance
Transportation	District Transportation Department



School-related Questions or Concerns

Below are first points of contact for information not related to students.

FACILITIES

Facility Condition and Maintenance	Principal
Field Condition and Maintenance	Athletic Director
Facility Rental	District Facilities Department
Building Safety	Principal

WEBSITES AND MOBILE APP

Support	digitalcomms@scit.org
Suggestions and Ideas	Suggestions and Ideas (Online Form)