Rocky Ford School District Parent Communication Guide

We value strong partnerships with families. To make sure your questions and concerns are addressed quickly and by the right person, we have outlined the best first point of contact for different types of situations.

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1. Classroom-Level Concerns

Start here whenever possible.

- **Contact the teacher first** for questions about assignments, grades, classroom behavior, and daily routines.
- If you have already spoken with the teacher and the issue is not resolved, then reach out to the appropriate assistant principal.

2. Assistant Principals (First Line of Administrative Support)

K–6 Assistant Principal

Contact for:

- Elementary discipline concerns (playground, classroom, bus for K–6)
- Attendance/tardy issues for K–12
- Special programs or supports in elementary (interventions, services)
- Elementary scheduling (class placement, transitions, etc.)

7–12 Assistant Principal

Contact for:

- Junior high and high school discipline concerns (classroom, lunch, bus for 7–12)
- High school athletics
- Academic progress concerns (after you've contacted the teacher)
- Scheduling, course selection, credit checks

3. Principal (K–12)

The principal provides overall instructional leadership and support. Contact the principal if:

- You have already worked with the assistant principal, and the issue remains unresolved.
- You have a school-wide concern affecting multiple grade levels or programs.
- You want to share feedback about instruction, culture, or long-term improvement ideas.
- You need to discuss issues involving more than one building/grade span.

4. Superintendent

The superintendent is responsible for district-wide leadership, budgets, facilities, and community partnerships. Contact the superintendent if:

- You have already worked with the assistant principal(s) and principal, and the issue is still unresolved.
- Your concern relates to district policies, the school board, or long-term planning.
- You want to provide feedback about overall district direction, community partnerships, or facilities.

5. Urgent or Sensitive Matters

If a matter involves **student safety** (physical harm, bullying, harassment, threats), please contact the **assistant principal for your child's grade span immediately.** If you are unable to reach them, contact the principal.

Quick Reference

- **Teacher** – First stop for classroom/academic questions
- **Assistant Principal** – First stop for behavior, attendance, and grade-span issues
- **Principal** – For unresolved concerns or school-wide issues
- **Superintendent** – For unresolved concerns beyond the school level or district-wide issues