Capuchino Contact & Communications Guide

Parents and/or students often have questions or concerns as to whom they should contact at school for various reasons. While everyone at Capuchino is willing to be of service to you, the following chart may be of help in connecting you to the person who can be most effective in meeting your needs. We encourage you to contact us whenever you have a concern. If you are unclear or need further clarification, we encourage you to contact us at (650) 558-2799

Academic Progress in a Particular Class or Grading Questions

1st: Teacher	2nd: Counselor	3rd: Student's AP (Grades: 9,11 Navarro; 10,12 Hudelson)

Alcohol/Other Substance Abuse Concerns

1st: Counselor	2nd: School Safety Advocate or Dean	3rd: Student's AP

Attendance:

1st: School Attendance	2nd: Attendance Counselor	3rd: Dean of Students

Athletics:

1st: Coach	2nd: Athletic Director	3rd: AP for Admin Services

Athletics Boosters:

1st: Athletic Director	2nd: AP for Admin Services

Behavior/Student Discipline:

1st:Teacher of the class	2nd: Dean of Students	3rd: Student's AP

School Calendar:

1st: Asst. to AP for Admin Services	2nd: AP for Administrative Services

College Selection/Post-Secondary Plans,
Counselor and/or College/Career Advisor

Counseling for Personal Issues:
Counselor/Student Safety Advocate (SSA)

Course Selection/Placement:

1st: Counselor	2nd: Asst. to AP for Instruction

Facility Questions (repairs, suggestions, concerns):

1st: Facilities Manager	2nd: AP for Admin Services

Facility Rental Inquiries:
1st: SMUSHD (District) Facilities Coordinator 2nd: SMUHSD (District) Facilities Manager

IB Program:
1st: IB Asst. 2nd: IB Coordinator

Naviance/Parent Connections:
1st: College & Career Advisor 2nd: Student's Counselor

Parent Involvement Organizations:
1st: Main Office 2nd: AP for Admin Services

Public Relations/SchoolLoop website:
1st: Asst. to AP for Admin Services 2nd: AP for Admin Services

Security (campus safety)
1st: Main Office 2nd: Assistant to APs 3rd: Dean of Students

Student Organizations/Co-curricular Activities:
1st: Student Activities Director 2nd: AP of Admin Services

Summer School:
1st: Counselor/Case Manager

Student Government/ Leadership (ASB):
1st: Student Activities Director 2nd: AP of Admin Services

Teacher Concerns:
1st: Teacher of the Class 2nd: Counselor 3rd: Student's AP

Transcript/Student Records:
1st: Student Data Analyst 2nd: Asst. to AP for Instruction