

CONTACT & COMMUNICATIONS GUIDE

We encourage you to contact us whenever you have a concern. The following chart may be helpful in connecting you to the person who can be most effective in meeting your needs. If you are unclear or need further clarification, please contact us at (650) 558-2799.

Academic Progress in a Particular Class or Grading Questions:

1st: Teacher	2nd: Counselor	3rd: Student's Assistant Principal Grades 9, 11 - Ms. Kuei Grades 10, 12 - Ms. Guedes
--------------	----------------	---

Alcohol/Other Substance Abuse Concerns:

1st: Counselor	2nd: Wellness Counselor or Dean	3rd: Student's AP
----------------	---------------------------------	-------------------

Attendance:

1st: Attendance Clerk	2nd: Dean of Students
-----------------------	-----------------------

Athletics:

1st: Coach	2nd: Athletic Director	3rd: AP Ms. Guedes
------------	------------------------	--------------------

Athletics Boosters:

1st: Athletic Director	2nd: AP Ms. Guedes
------------------------	--------------------

Behavior/Student Discipline:

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

School Calendar:

1st: Assistant to AP	2nd: AP Ms. Kuei
----------------------	------------------

College Selection/Post-Secondary Plans:

Counselor and/or College and Career Specialist

Counseling for Personal Issues

Counselor or Wellness Counselor

Course Selection/Placement

1st: Student's Counselor	2nd: Student's AP
--------------------------	-------------------

Facility Questions (repairs, suggestions, concerns):

1st: Facilities Manager	2nd: AP Ms. Kuei
-------------------------	------------------

Facility Rental Inquiries:

1st: SMUHSD (District) Facilities Coordinator	2nd: District Facilities Manager
---	----------------------------------

IB Program:

1st: IB Assistant	2nd: IB Coordinator	3rd: AP Ms. Kuei
-------------------	---------------------	------------------

Naviance/Parent Connections:

1st: College and Career Specialist	2nd: Student's Counselor
------------------------------------	--------------------------

Parent Involvement Organizations (Boosters):

1st: Main Office 2nd: Assistant Principal

Public Relations/Website:

1st: Webmaster 2nd: AP Ms. Kuei

Security (campus safety):

1st: Main Office 2nd: Assistant to AP 3rd: Dean or AP

Student Organizations/Co-curricular Activities:

1st: Activities Director 2nd: Assistant Principal

Summer School:

1st: Counselor/Case manager

Student Government/Leadership (ASB):

1st: Activities Director 2nd: AP Ms. Guedes

Teacher Concerns:

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

Transcript/Student Records:

1st: Data Analyst 2nd: Assistant Principal