**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