







## District Communications Guide



**Tecumseh Public Schools** values the feedback we receive from parents and community members as we strive to maintain a positive educational experience for all students. Please share your questions, concerns, ideas, and praises.

**Where to start:** Most questions and concerns can be addressed by contacting the classroom teacher or building administrator. The chart below lists the contact levels for common district departments. Start by contacting the first individual on the list, then move down the list if your concern is not resolved.

 <p><b>Instruction and Curriculum</b></p> <p><b>Classroom Teacher</b></p> <ul style="list-style-type: none"> <li>▶ Building Principal</li> <li>▶ Superintendent</li> <li>▶ Board of Education</li> </ul>	 <p><b>Student Discipline</b></p> <p><b>Classroom Teacher</b></p> <ul style="list-style-type: none"> <li>▶ Building Principal</li> <li>▶ Superintendent</li> <li>▶ Board of Education</li> </ul>	 <p><b>Libraries, Facilities, Technology, Food Service, Transportation</b></p> <p><b>Building Principal</b></p> <ul style="list-style-type: none"> <li>▶ Department Director</li> <li>▶ Superintendent</li> <li>▶ Board of Education</li> </ul>
 <p><b>Tecumseh Indians Athletics</b></p> <p><b>Coach</b></p> <ul style="list-style-type: none"> <li>▶ Athletic Director</li> <li>▶ Building Principal</li> <li>▶ Superintendent</li> <li>▶ Board of Education</li> </ul>	 <p><b>Personnel and Staffing</b></p> <p><b>Person with whom the concern originated</b></p> <ul style="list-style-type: none"> <li>▶ Individual's Supervisor</li> <li>▶ Human Resources Director</li> <li>▶ Superintendent</li> <li>▶ Board of Education</li> </ul>	 <p><b>All Other Concerns</b></p> <p><b>Classroom Teacher</b></p> <ul style="list-style-type: none"> <li>▶ Building Principal</li> <li>▶ Superintendent</li> <li>▶ Board of Education</li> </ul>



Questions may be directed to the main office at each building, or the Administrative Services Building at **517-423-2167**.