

## ***Chain of Command for Information***

We are here to help at the **General Brown Central School District**.

In the interest of promoting effective communication with our stakeholders, we have developed a checklist outlining the personnel to contact with a question and/or concern. In order to facilitate the use of this checklist, when you contact office personnel you will be asked if you have contacted the staff member most immediately involved in or responsible for addressing the question or concern. If you have done so and did not receive a response or resolution, then you should proceed to the next contact (listed below).

<b>QUESTIONS OR CONCERNS REGARDING:</b>	<b>CONTACT 1</b>	<b>CONTACT 2</b>	<b>CONTACT 3</b>	<b>CONTACT 4</b>	<b>CONTACT 5</b>	<b>CONTACT 6</b>
ACADEMICS	Teacher	Guidance Counselor	Principal	Superintendent	BOE	
AIS	Teacher	Principal	Assistant Superintendent	Superintendent	BOE	
SCHEDULES	Teacher	Guidance Counselor	Principal	Superintendent		
CURRICULUM	Teacher	7-12: Asst. Principal K-6: Elem. Principal	7-12: Principal K-6: Asst. Supt.	Superintendent	BOE	
BEHAVIOR & DISCIPLINE	Teacher	Assistant Principal Elementary Principal	Principal	Superintendent	BOE	
CLASSROOM PROCEDURES	Teacher	Guidance Counselor	Principal	Superintendent		
SPECIAL EDUCATION	Teacher	Director of Student Services	Assistant Superintendent	Superintendent	BOE	
BUDGET	Assistant Superintendent	Superintendent	BOE			
HEALTH/MEDICAL	School Nurse	Principal	Superintendent			
CAFETERIA	Cafeteria Manager	Operations Manager	Principal	Assistant Superintendent	Superintendent	BOE
ATHLETICS	Coach	Athletic Coordinator	Principal	Superintendent	BOE	
CO-CURRICULAR	Club Advisor	Principal	Assistant Superintendent	Superintendent	BOE	
TRANSPORTATION	Bus Driver	Asst. Transportation Director	Operations Manager	Assistant Superintendent	Superintendent	BOE
FACILITIES / BUILDINGS AND GROUNDS	Head Custodian	Operations Manager	Assistant Superintendent	Superintendent	BOE	
BUILDING USE	Principal	Asst. Superintendent	Superintendent	BOE		
BOE POLICIES	Principal	District Clerk	Assistant Superintendent	Superintendent	BOE	
TECHNOLOGY	Principal	Instructional Tech. Specialist or Network Admin.	Assistant Superintendent	Superintendent	BOE	
SACC PROGRAM	Program Director	Principal	YMCA			

***Please contact the building and follow the prompts to reach a particular office / department.***

Jr.-Sr. High School Building	315-779-2300 - Option 1
Athletic Coordinator	315-779-2300 - Option 1
Brownville Glen Park Elementary School	315-779-2300 - Option 2
Dexter Elementary School	315-779-2300 - Option 3
Director of Student Services	315-779-2300 - Option 4
Transportation and Operations	315-779-2300 - Option 5
Food Service Department	315-779-2300 - Option 7
Technology Department	315-779-2300 - Option 8
District Office / Office of the Superintendent / District Clerk	315-779-2300 - Option 9
Business Office / Office of the Assistant Superintendent	315-779-2300 - Option 9, Option 2
YMCA - SACC Office 585 Rand Drive, Watertown, NY 13601	315-755-2005
BOARD OF EDUCATION	Please view the District Website: <a href="http://www.gblions.org">www.gblions.org</a> for contact information.

**\*Email addresses for staff members consist of the person's first initial and complete last name, followed by @gblions.org**