

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).

| QUESTIONS OR CONCERNS REGARDING: | CONTACT 1 | CONTACT 2 | CONTACT 3 | CONTACT 4 | CONTACT 5 | CONTACT 6 |
|-----------------------------------------|-------------------|--------------------------------------------------------|-------------------------------------|--------------------------|------------------|------------------|
| 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 Supt. | 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 | Director of Facilities | 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 (Grades 7-12) | 315-779-2300 - Option 1 |
| Jr.-Sr. High School Asst. Principal / Athletic Director | 315-779-2300 - Option 1 |
| Brownville Glen Park Elementary School (Grades 3-6) | 315-779-2300 - Option 2 |
| Dexter Elementary School (Grades PK-2) | 315-779-2300 - Option 3 |
| Director of Student Services | 315-779-2300 - Option 4 |
| Director of Facilities | 315-779-2300 – Option _ |
| 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: www.gblions.org for contact information. |

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