

Whom Should I Contact at the Elementary School?

As hard as we try, schools can be confusing places to parents/guardians and community members. We hope you find the following chart helpful.

Questions/Concerns	1st Contact	2 nd Contact	3 rd
Academic Progress	Teacher of Class	Principal	
Alcohol/Drug Use/Abuse	School Counselor	AODA	
Assignments	Teacher Web Page -if applicable	Teacher of Class	
At Risk Resources	School Counselor	School Psychologist	Principal
Attendance	Elementary Secretary	Principal	
Behavioral or Emotional Issues	School Counselor	School Psychologist	Principal
Bridges After School	Bridges Coordinator		
Busing (Routes and Behavior)	First Student, Inc.	Principal	
Calendar for School Activities	Website	Elementary Secretary	Principal
Classroom Discipline	Teacher of Class	Principal	
Discipline (School Wide)	Principal		
Facilities Use	Website	Principal	Business Manager
Financial/Resource Assistance	Teacher	Counselor	Principal
Gifted/Talented Assistance	Teacher of Class	TAG	Principal
Grades/Assessment	Teacher of Class	Principal	
Health Concerns/Medications	School Nurse	Elementary Office Secretary	
Lunch System	Website	Food Service	Principal
Projects/Field Trips	Teacher of Class	Principal	
Registration Fees	Elementary Secretary	Principal	
School Involvement w/external agencies	School Counselor	School Psychologist	Principal
School Policies/Procedures	Principal		
Student Records	Elementary Office Secretary	Principal	
Withdrawing/Enrolling Students	Elementary Office Secretary	Principal	

Contact Names and Numbers

Principal	Mark Becker	Ext. 5201	Elementary Secretary	Judy Storms	Ext. 5200
School Counselor	Aime Hruby	Ext. 5231	Elementary Secretary	Karen Stenjem	Ext. 5203
School Psychologist	Kathy Rusch	Ext. 5207	Bus Transportation	First Student, Inc.	423-4118
School Nurse	Barb Bendall	Ext 5204	Food Service/Business Manager	Doreen Treuden	Ext. 3170
TAG	Cacy Vaupel	Ext. 5244	Deerfield District Office		764-5431
Bridges Coordinator	Jacque Schmitt/ Jacquie Schuh	Ext. 4111	Pupil Service/Special Ed. Director	Barb Callahan	Ext. 3171
Deerfield District Website	www.deerfield.k12.wi.us				

