

DEERFIELD ELEMENTARY SCHOOL

WHOM SHOULD I CONTACT?

Questions/Concerns	1st Contact	2nd Contact	3rd Contact
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 to the Community	Bridges Coordinator		
Busing (Routes and Behavior)	First Student Bus Service	Principal	
Calendar for School/Activities	District Website	Elementary Secretary	Principal
Discipline (School Wide)	Principal		
Discipline in a particular class	Teacher of Class	Principal	
Financial/Resource Assistance	Teacher of Class	School Counselor	Principal
Gifted/Talented Assistance	Teacher of Class	TAG Coordinator	Principal
Grade/Assessment	Teacher of Class	Principal	
Health Concerns/Medications	School Nurse	Elementary Secretary	
Lunch System	District Website	Food Service Director	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		
Special Education Resources	Teacher of Class	School Psychologist	Director of Pupil Services
Student Records	Elementary Secretary	Principal	
Suicide Prevention	AODA Coordinator	School Counselor	Principal
Withdrawing/Enrolling Students	Student Data Mgmt.	Elementary Secretary	

Contact Names and Numbers

Title	Name	Ext #	Title	Name	Ext #
Principal	Melinda Kamrath	5201	Elementary Secretary	Maggie Nelson	5200
School Counselor	Aime Hruby	5243	EEN Secretary	Cindy Regan	5202
District Administrator	Michelle Jensen	1145	Student Data Management	Molly Poirier	3220
School Psychologist	Kathy Rusch	5207	AODA / Bridges Coordinator	Jacquie Schuh	3203
School Nurse	Lisa Koepfel	5204	Bridges Coordinator	Jessie Backes	4104
Food Service Director	Adam Dunnington	5110	TAG Coordinator	Jill Fleming	5209
First Student Bus Service	Jim or Greg	423-4118	Director of Pupil Services	Barb Callahan	4118
District Website	www.deerfield.k12.wi.us				