

22nd STREET COMMUNICATION CHAIN OF COMMAND

APA Elementary teachers and staff want to help parents out with the home to school communication process. We understand that sometimes you have questions or concerns and aren't sure exactly which person on staff is the one to go to. To help you out, we have created the following chain of command for you to use to contact us. We all are grateful that you trust us with your child's education and encourage an open door of communication with our parents and guardians. If you ever are unsure or have something that you can't fit in a category, your child's classroom teacher or our front office are great places to start. Ms. Tiffany Watson is available in the front office and can be reached at 765-649-8472 extension 7 between the hours of 7:30 and 3:30 pm. Teachers can be contacted through Remind 101, E-mail, Phone or Note. Keep in mind that teachers are not always able to reply right away during the school day. Please allow us the grace of 24-48 hours before moving to the next person in the chain of command.

Who do I contact about . . .

ANYTHING ACADEMIC	ANYTHING BEHAVIOR RELATED	ANYTHING SPECIAL EDUCATION (SSC) RELATED
Grades, Compass, Assignments, Projects, E-learning, Homework, What my child is learning, Problems in the classroom, Special Classes (Art, PE, Music), NWEA, ILEARN, IREAD, etc.	School or Class Behavior, My child is having a problem with another child, Discipline Question, Suspension, PASS, etc.	SSC Services, Case conference questions, IEP questions, Speech, Occupational therapy (OT), etc.
FIRST CONTACT: CLASSROOM TEACHER BY REMIND 101, EMAIL, PHONE OR NOTE	FIRST CONTACT: CLASSROOM TEACHER BY REMIND 101, EMAIL, PHONE OR NOTE	FIRST CONTACT: CLASSROOM TEACHER OR TEACHER OF SERVICE (LT. SELVEY- lselvey@goapa.org)
IF YOU DON'T GET AN ANSWER OR NEED MORE ASSISTANCE:	IF YOU DON'T GET AN ANSWER OR NEED MORE ASSISTANCE:	IF YOU DON'T GET AN ANSWER OR NEED MORE ASSISTANCE:
First contact the ELEM. DEAN OF ACADEMICS Captain Hornocker jhornocker@goapa.org	First contact the ELEM. DEAN OF DISCIPLINE: Captain Carrell bcarrell@goapa.org or REMIND 101	First contact the ELEM. DIRECTOR OF SSC Captain Cunningham ccunningham@goapa.org
Second contact the BUILDING PRINCIPAL: Captain Fraley afraley@goapa.org	Second contact the BUILDING PRINCIPAL: Captain Fraley afraley@goapa.org or REMIND 101	Second contact the APA DIRECTOR OF SSC: Captain Hayden jhayden@goapa.org
IF YOU STILL DON'T GET A RESOLUTION OR ANSWER:	IF YOU STILL DON'T GET A RESOLUTION OR ANSWER:	IF YOU STILL DON'T GET A RESOLUTION OR ANSWER:
COMMANDANT BARKER jbarker@goapa.org	COMMANDANT BARKER jbarker@goapa.org	COMMANDANT BARKER jbarker@goapa.org

***SOMEONE NEW PICKING UP YOUR CADET? NEW TRANSPORTATION ARRANGMENT? HAS YOUR CONTACT INFORMATION CHANGED?**

Please call Ms. Tiffany in the office. 765-649-8472 OPTION 7

***IS YOUR STUDENT GOING TO BE ABSENT?** PLEASE CALL 765-649-8472 OPTION 1