

## APA PRE-ACADEMY/ACADEMY COMMUNICATION CHAIN OF COMMAND

APA Pre-Academy/Academy teachers and staff want to help families out with the home to school communication process. We understand that sometimes you have questions or concerns and aren't exactly sure which person on staff is the go-to person. 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. Evelyn Armstrong** is available in the front office and can be reached at **765-649-8472 extension 8** between the hours of **7:30 and 3:30 p.m.** Teachers can be contacted through **Remind 101**, E-mail, phone or a physical note. Keep in mind that teachers are not always able to reply right away during the school day. Please allow **24-48** hours before moving to the next person in the chain of command.

### WHO DO I CONTACT ABOUT.....

<b>ANYTHING ACADEMIC</b> Grades, Compass, Assignments, Projects, E-Learning, Homework, What my child is learning, Problems in the classroom, Special Classes (Art, Music)	<b>ANYTHING BEHAVIOR RELATED</b> School or Class Behavior, My child is having a problem with another child, Discipline Question, Suspension, PASS, etc	<b>ANYTHING SPECIAL EDUCATION (SSC) RELATED</b> SSC Services, Case conference questions, IEP questions, Speech, Occupational Therapy (OT), etc
<b>FIRST CONTACT</b> <u>Pre-Academy:</u> Classroom Teacher BY REMIND 101, E-MAIL, PHONE or a NOTE <u>Academy:</u> Classroom Teacher BY REMIND 101, E-MAIL, PHONE or a NOTE	<b>FIRST CONTACT</b> Classroom Teacher BY REMIND 101, E-MAIL, PHONE or a NOTE	<b>FIRST CONTACT</b> Classroom Teacher BY REMIND 101, E-MAIL, PHONE or a NOTE
<b>IF YOU DON'T GET AN ANSWER OR NEED MORE ASSISTANCE</b>	<b>IF YOU DON'T GET AN ANSWER OR NEED MORE ASSISTANCE</b>	<b>IF YOU DON'T GET AN ANSWER OR NEED MORE ASSISTANCE</b>
FIRST CONTACT Principal <u>Grades 5 &amp; 6:</u> Captain Fraley <a href="mailto:afraley@goapa.org">afraley@goapa.org</a> <u>Grades 7-12:</u> Director Miller <a href="mailto:cmiller@goapa.org">cmiller@goapa.org</a>	FIRST CONTACT Dean of Discipline <u>Grades 5 &amp; 6:</u> Capt. Carrell <a href="mailto:bcarrell@goapa.org">bcarrell@goapa.org</a> <u>Grades 7-12:</u> Capt. Williams <a href="mailto:dwilliams@goapa.org">dwilliams@goapa.org</a>	FIRST CONTACT APA Director of Special Education <u>Grades 5-12:</u> Capt. Cunningham <a href="mailto:ccunningham@goapa.org">ccunningham@goapa.org</a>
	<b>Second Contact Principal</b> <u>Grades 5 &amp; 6:</u> Captain Fraley <a href="mailto:afraley@goapa.org">afraley@goapa.org</a> <u>Grades 7-12:</u> Director Miller <a href="mailto:cmiller@goapa.org">cmiller@goapa.org</a>	
<b>IF YOU STILL DON'T GET A RESOLUTION OR ANSWER:</b>	<b>IF YOU STILL DON'T GET A RESOLUTION OR ANSWER:</b>	<b>IF YOU STILL DON'T GET A RESOLUTION OR ANSWER:</b>
COMMANDANT BARKER <a href="mailto:jbarker@goapa.org">jbarker@goapa.org</a>	COMMANDANT BARKER <a href="mailto:jbarker@goapa.org">jbarker@goapa.org</a>	COMMANDANT BARKER <a href="mailto:jbarker@goapa.org">jbarker@goapa.org</a>
<b>SOMEONE NEW PICKING UP YOUR CADET? NEW TRANSPORTATION ARRANGEMENT? HAS YOUR CONTACT INFORMATION CHANGED? Please call Ms. Evelyn in the office 765-649-8472 extension 8</b>		
<b>IS YOUR CHILD GOING TO BE ABSENT? Please call 765-649-8472 extension 6 or email Angie Shively <a href="mailto:ashively@goapa.org">ashively@goapa.org</a></b>		
<b>IS YOUR CHILD a JV or VARSITY ATHLETE that you will be taking home from an away game? Please contact the Athletic Director – David Bradford <a href="mailto:dbradford@goapa.org">dbradford@goapa.org</a></b>		
<b>School Nurse Questions: Head Nurse - Christy Atwood <a href="mailto:catwood@goapa.org">catwood@goapa.org</a></b>		