



# Jeannette Junior High School Communication Flow Chart

Use this chart to find out who to call when you have a question or problem! Move from left to right to make sure you're calling people in the most efficient order.

If you have a question about...	Speak to or correspond with this person <b>first</b>	If you feel like your question wasn't answered, call this person <b>second</b>	If you <u>still</u> feel like your question wasn't answered, call this person <b>third</b>	This is your last resort if you still need help...
Your child's schedule	Counselor	Assistant Principal	Principal	Director of Pupil Services (Board Office)
Curriculum and instruction	Content-Area Teacher	Counselor	Principal	Teaching and Learning Department (Board Office)
Social/Emotional, Health, or Career questions or guidance	Counselor	Assistant Principal	Principal	Director of Pupil Services (Board Office)
Classroom discipline concerns or incidences	Teacher	Assistant Principal	Principal	Director of Pupil Services (Board Office)
Non-Classroom discipline concerns	Assistant Principal	Principal		Director of Pupil Services (Board Office)
General school information	Front office	Counselor	Assistant Principal	Principal
Athletics	Coach	Jeannette Athletic Director	Assistant Principal	Principal
Transportation	Bus driver	Front office	Principal	Transportation Supervisor (Board Office)
Technology	JJHS Media Center clerk	Front office	Principal	Director of Technology (Board Office)
Special Education – New Request for Testing	Counselor	Special Ed Department Chair	Principal	Special Ed Supervisor (Board Office)
Special Education – Questions about an existing IEP	Special Ed Caseload Teacher	Principal	Special Ed Supervisor (Board Office)	Special Ed Director (Board Office)

**Current Staff in chart above:**

Front office staff – Mrs. Zacharias and Mrs. Conti

Counseling Secretary – Mrs. Catenacci

Counselors: Mrs. Vulcano (last names starting with A-Ha), Mrs. DeVuyst (last names He-Me) and Ms. Waters (last names Mi-Z)

Media Center Clerk – Ms. Aeriana Kaufman

Jeannette Athletic Director – Mr. Eric Newcomb

Special Ed Department Chair – Mrs. Lindsay Zurinsky

Assistant Principal – Mr. Gregory Kupke (last names starting with A-Ka)

Assistant Principal – Mr. Mark McLoughlin (last names starting with Ke-Z)

Principal – Mrs. Beth Grillo

**Board Office**

Special Ed Director – Mr. Sean Waymaster

Director of Pupil Services – Dr. Heather Blum

Transportation Supervisor – Ms. Monique Potts

Technology and Teaching and Learning – Mrs. Kim Charland