

**Bacich Elementary School  
Parent Communication Protocol  
2023-2024**

<b>When I Need Information Regarding</b>	<b>I Should Call / Email First</b>	<b>I Should Call/ Email Second</b>
Front Office Staff:	Lynn Bartha 925-2220	Gretchen Harris 925-2220
Classroom performance / academic progress	Classroom teacher or specialist 257-8293*	Principal
School Policy/Procedures	Principal	Assistant Principal or Office Staff 925-2220
Discipline/Behavior/Academic concerns in school or classroom	Classroom teacher*	Assistant Principal
Curriculum/program	Grade Level Coordinator*	Assistant Principal
Confidential matters regarding personal concerns	Principal	School Counselor Sarah Futoran 925-2220x255
After school classes Enrichment classes Sports offered by local non-profit leagues Recreation departments, etc.	<a href="#">Local Activities</a>	Office Staff 925-2220
Attendance	Attendance hotline: Gretchen Harris, 925-2222	
Health issues/concerns	School nurse: Laurel Yrun 925-2220x269	
Day Care questions (Marin Enrichment)	Caitlin Schmitt 461-4395	Laura Schmitt 461-4395
Special Education		Virginia DiGirolamo

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