

### Accidents

*report student/staff accidents/injuries*

#### Loss Control Specialist/Risk Management

Student Services Center: 583-7357

### Accidents-Vehicles

*report district auto/bus accidents*

#### Director of Transportation

Auxiliary Services Center: 583-5494

### Americans with Disabilities Act (ADA)

#### 504-Employees

*inquiries about employees who may need special accommodations at work*

#### Director of Human Resources

Student Services Center: 583-5091

### Americans with Disabilities Act (ADA)

#### 504-Students

*inquiries about students who may need special accommodations at school*

#### Deputy Superintendent

Student Services Center: 583-5051

### Adequate Yearly Progress (AYP)

*federal regulations; improvement plans*

#### Director of Assessment and Program Evaluation

Student Services Center: 583-5052

### Administrative Interns

*inquiries/training*

#### • Elementary

#### Assistant Superintendent for Elementary Schools

Student Services Center: 583-5160

#### • Secondary

#### Assistant Superintendent for Secondary Schools

Student Services Center: 583-5165

### Administrative Leadership Team

*meeting facilitator; minutes and agenda*

#### Superintendent

Student Services Center: 583-5190

### Advanced Placement (AP)

*program/ test information*

#### Assistant Superintendent for Secondary Schools

Student Services Center: 583-5165

### Affirmative Action

*district officer*

#### Executive Director of Human Resources

Student Services Center: 583-5087

### Annual School Performance Reports

*annual state-mandated information*

#### Director of Community Relations

Student Services Center: 583-5040

### Applications - Certificated/Classified

#### Recruitment and Retention Coordinator

Student Services Center: 583-5095

### Archives

#### Fixed Assets, Inventory, Records and Accounts Payable Specialist

Student Services Center: 583-5032

### Associated Student Body (ASB)

*ASB policies/procedures*

#### Manager of Accounting and Treasury

Student Services Center: 583-5026

### Asbestos Notification (AHERA)

*asbestos program management*

#### Director of Maintenance and Operations

Auxiliary Services Center: 583-5481

### Assessments

*student academic assessments*

#### Director of Assessment and Program Evaluation

Student Services Center: 583-5057

### Athletics

*programs; regulations; issues*

#### Assistant Superintendent for Secondary Schools

Student Services Center: 583-5165

### Attendance

*policies/procedures/inquiries*

#### • Elementary

#### Assistant Superintendent for Elementary Schools

Student Services Center: 583-5160

#### • Secondary

#### Assistant Superintendent for Secondary Schools

Student Services Center: 583-5165

### Background Checks

*WA State Patrol; required for employment; process; appointments; volunteering*

#### • Employment

#### Human Resources Manager

Student Services Center: 583-5096

#### • Volunteering

#### Loss Control Specialist/Risk Management

Student Services Center: 583-7357

### Badges, Contractors

#### Operations Director's Secretary

Auxiliary Services Center: 583-5482

### Badges, ID Employees

#### Badge Clerk

Student Services Center: 583-5098

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## **BECCA Compliance**

*secondary attendance requirements*

### **Director of Student Services**

Student Services Center: 583-5154

## **Bell Times**

*questions about school start and dismissal*

### **Superintendent**

Student Services Center: 583-5190

## **Benefits, Staff**

*medical, dental, vision and related employee options*

### **Payroll Office**

Student Services Center: 583-5120

## **Bids, Contracts**

*regulations; timelines*

### **Purchasing Manager**

Student Services Center: 583-5031

## **Blueprint, Floor Plans, Schematics**

### **Supervisors of Maintenance**

Auxiliary Services Center: 583-7357 or 583-7352

## **Board of Directors**

*inquiries/meeting information*

### **Executive Assistant to the Superintendent**

Student Services Center: 583-5190

## **Book Processing**

*inventory control; distribution of new materials*

### **Instructional Materials Processing Clerk**

Student Services Center: 583-5596

## **Boundaries**

### **Administrator for Business Services and Capital Projects**

Student Services Center: 583-5010

## **Budgets**

### **Director of Financial Services**

Student Services Center: 583-5020

## **Building Maintenance, Repairs and Operations**

### **Supervisors of Maintenance**

Auxiliary Services Center: 583-7357 or 583-7352

## **Building Use/Rental**

*district/public use of facilities*

### **Supervisor of Grounds, Facilities and Recreation**

Auxiliary Services Center: 583-7364

## **Bus Driver Training**

*how/when/where to obtain training*

### **Supervisor of Safety and Training**

Auxiliary Services Center: 583-5494

## **Bus Stop/School Locator**

*questions/assistance*

### **Transportation Router and Planning Specialist**

Auxiliary Services Center: 583-5494

## **Bus Safety**

*transportation safety issues/inquiries*

### **Supervisor of Safety and Training**

Auxiliary Services Center: 583-5494

## **Bus Stop Questions**

*pick-up/drop-off times/locations*

### **Transportation Department**

Auxiliary Services Center: 583-5494

## **Calendars (All Employees)**

*work days for staff*

### **Director of Human Resources**

Student Services Center: 583-5091

## **Calendar (District Events)**

*Printed color calendar (also available on website)*

### **Community Relations Manager**

Student Services Center: 583-5040

## **Capital Facilities Plan**

*future building needs, impact/mitigation fees*

### **Administrator for Business Services and Capital Projects**

Student Services Center: 583-5010

## **Capital Projects Fund**

*budget/status*

### **Administrator for Business Services and Capital Projects**

Student Services Center: 583-5010

## **Career and Technical Education**

*state program to develop employment skills*

### **Director of Career and Technical Education and Construction Planning**

Student Services Center: 583-5086 or 583-5195

## **Certificated Staff**

*credits, certificates, FTE, staffing, salary*

### **HR Specialist**

Student Services Center: 583-5093

## **Classified Staff**

*credits, certificates, FTE, staffing, salary*

### **HR Specialist**

Student Services Center: 583-5085

## **Child Abuse Reporting**

*requirements; timelines; how to*

### **Director of Student Services**

Student Services Center: 583-5154

## **Child Find**

*services for infant/toddlers through age 21*

### **Special Education Department**

Student Services Center: 583-5180

## **Claims**

### **Loss Control Specialist/Risk Management**

Student Services Center: 583-7357

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## Clock Hours

*teacher continuing education hours*

### HR Specialist

Student Services Center: 583-5093

### Teaching and Learning Department

Student Services Center: 583-5062

## Communities in Schools of Lakewood (CISL)

Call 589-7489

## Computer Support/Set-up

*computer/printer set-up; troubleshooting; repairs* **Help Desk**

Student Services Center: 583-5110

## Construction, School

*project status and plans; new schools; remodeling*

### Director of Capital Projects

Student Services Center: 583-5032

## Counseling Programs

*school-based counseling programs*

### Director of Student Services

Student Services Center: 583-5154

## Critical Incident Response Plan

### Loss Control Specialist/Risk Management

Student Services Center: 583-7357

## Curriculum

*what is taught, when and how*

### Director of Teaching and Learning

Student Services Center: 583-5140

## Curriculum Reviews

### Director of Teaching and Learning

Student Services Center: 583-5140

## Custodial Services

*clean, safe schools, custodian and utility crew supervision and training*

### Supervisor of Utility Crew/Custodial

Auxiliary Services Center: 583-7351

## Discipline Consultation (Staff)

*inquiries/discipline investigations*

### Executive Director of Human Resources

Student Services Center: 583-5087

## Discipline Hearings (Student)

*appeals of long-term suspensions/expulsions*

### Director of Student Services

Student Services Center: 583-5154

## Discipline, Student (Elementary)

*policies/procedures/inquiries*

### Assistant Superintendent for Elementary Schools

Student Services Center: 583-5160

## Discipline, Student (Secondary)

*policies/procedures/inquiries*

### Assistant Superintendent for Secondary Schools

Student Services Center: 583-5165

## Distribution of Flyers/Materials

*approval required to post or distribute*

### Community Relations Manager

Student Services Center: 583-5040

## Dual Credit

### Director of Career and Technical Education and Construction Planning

Student Services Center: 583-5086 or 583-5195

## Early Entrance

*age exceptions for K and first grades*

### Assistant Superintendent for Elementary Schools

Student Services Center: 583-5160

## Early Learning

*Head Start, ECEAP, Early Childhood Education*

#### • Early Learning Program Manager

Student Services Center: 583-5362 or 973-3632

#### • Assistant Early Learning Program Manager

Student Services Center: 583-5363 or 219-3580

## ECEAP

*Early Childhood Education Assistance Program*

### Early Learning Program Manager

Student Services Center: 583-5155 or 973-3632

## Elections, Bonds and Levies Information

*school finance elections; bonds/levies*

### Director of Community Relations

Student Services Center: 583-5040

## Email Support

*district account support*

### ITS Help Desk

Student Services Center: 583-5110

## Emergency Notification

*incident and accident communication after dialing "911"*

### Loss Control Specialist/Risk Management

Student Services Center: 583-7357

## Emergency Preparedness

*disaster planning; emergency procedures. Critical Incident Response Plan (CIRP)*

### Loss Control Specialist/Risk Management

Student Services Center: 583-7357

## Employee/Labor Relations

*negotiations, contract interpretation, grievances, labor/management problem-solving*

### Executive Director of Human Resources

Student Services Center: 583-5087

## Employment Applications

*how/where/when to apply*

### Human Resources

Student Services Center: 583-5095

## English Language Learners (ELL)

*who qualifies; program locations and descriptions*

### Supervisor of Compensatory Programs and Grants

Student Services Center: 583-5063

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## **ESEA (Elementary/Secondary Education Act) NCLB**

*regulations; procedures; data*

**Supervisor of Compensatory Programs and Grants**

Student Services Center: 583-5063

## **ESEA Teacher Qualifications**

*teacher credential data as per federal Elementary Secondary Education Act*

**Human Resources Department**

Student Services Center: 583-5099

## **Facility Use/Rentals (includes fields)**

**Supervisor of Grounds, Facility Use and Recreation**

Auxiliary Services Center: 583-7364

## **Federal/State Grant Coordinator**

*grant approval/budgets*

**Grants Accountant**

Student Services Center: 583-5024

## **Fire Drills and Reports — submitted by schools**

**Assistant Superintendent for Elementary Schools**

Student Services Center: 583-5160

**Assistant Superintendent for Secondary Schools**

Student Services Center: 583-5165

## **First Aid/CPR Cert./Training**

*how/when/where to sign up for training*

**Transportation Department**

Auxiliary Services Center: 583-5494

## **Fixed Assets**

*district inventory control*

**Fixed Assets, Inventory and Records Specialist**

Student Services Center: 583-5032

## **Flag Etiquette**

*when to fly at half-mast*

**Executive Assistant to the Superintendent**

Student Services Center: 583-5190

## **Flyers**

*approval required to post or distribute*

**Community Relations Manager**

Student Services Center: 583-5040

## **Food Service**

*student meals*

**Director of Student Nutrition**

Auxiliary Services Center: 583-5490

## **Free and Reduced Lunch Program**

*application forms; regulations*

**Director of Student Nutrition**

Auxiliary Services Center: 583-5490

## **Full-Day Kindergarten Program**

*enrollment/admission/tuition information*

**Assistant Superintendent for Elementary Schools**

Student Services Center: 583-5160

## **Gifted Education**

*testing; admission; program information*

**Supervisor of Professional Development/Gifted Education**

Student Services Center: 583-5150

## **Graduation Requirements**

*requirements for high school diploma*

**Assistant Superintendent for Secondary Schools**

Student Services Center: 583-5165

## **Grounds**

*maintenance, sports fields, irrigation/report problems*

**Supervisor of Grounds, Facilities and Recreation**

Auxiliary Services Center: 583-7364

## **Harry E. Lang Stadium**

**Supervisor of Grounds, Facility Use and Recreation**

Auxiliary Services Center: 583-7364

## **Hazard Mitigation**

**Supervisors of Maintenance**

Auxiliary Services Center: 583-7357 or 583-7352

## **Hazardous Waste**

*inquiries/concerns*

**Director of Maintenance and Operations**

Auxiliary Services Center: 583-7350

## **Head Start**

*program info, enrollment*

**Early Learning Program Manager**

Student Services Center: 583-5362 or 973-3632

## **Home/Hospital Tutoring**

*inquiries; regulations*

**Director of Student Services**

Student Services Center: 583-5154

## **Home-Based Instruction**

*inquiries; regulations*

**Director of Student Services**

Student Services Center: 583-5154

## **Homeless Students**

*resources, services*

**Director of Student Services**

Student Services Center: 583-5154

## **Incidents/Incident Reports**

*non-injuries*

**Loss Control Specialist/Risk Management**

Student Services Center: 583-7357

## **Indoor Air Quality Program**

**Supervisor of Maintenance**

Auxiliary Services Center: 583-7359

## **Inside Schools**

*community newsletter*

**Community Relations Manager**

Student Services Center: 583-5040

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## Insurance

*special events and facility rentals*

### **Supervisor of Grounds, Facility Use and Recreation**

Auxiliary Services Center: 583-7364

## Instructional Materials

*curriculum*

### **• Supervisor of Curriculum and Instruction – English Language Arts, Social Studies and World Language**

Student Services Center: 583-5063

### **• Supervisor of Curriculum and Instruction – Math, Science and Technology**

Student Services Center: 583-5143

### **• Supervisor of Technology and Instruction – Technology, online materials, library**

Student Services Center: 583-5149

## Insurance (Risk Mgmt. Pool)

*injury/accident claims*

### **Loss Control Specialist/Risk Management**

Student Services Center: 583-7357

## Inventory of District Equipment

*district inventory control*

### **Fixed Assets, Inventory and Records Specialist**

Student Services Center: 583-5032

## Keys and Locks

### **Technical Services Manager**

Auxiliary Services Center: 583-7365

## LAP (Learning Assistance Programs)

*programs for struggling students*

### **Supervisor of Compensatory Programs and Literary Intervention**

Student Services Center: 583-5152

## Labor and Industries Liaison

### **Loss Control Specialist/Risk Management**

Student Services Center: 583-7357

## Late Buses

*report a late bus*

### **Transportation Supervisor**

Auxiliary Services Center: 583-5494

## Law Enforcement Liaison

### **Loss Control Specialist/Risk Management**

Student Services Center: 583-7357

## Lunch (School)

*menus, prices*

### **Director of Student Nutrition**

Auxiliary Services Center: 583-5490

## Mail Room

*US/district mail delivery; postage inquiries*

### **District Receptionist**

Student Services Center: 583-5000

## Maintenance Services

*inquiries/issues*

### **Supervisors of Maintenance**

Auxiliary Services Center: 583-7359 or 583-7352

## McKinney-Vento Act

*resources, services for homeless students*

### **Director of Student Services**

Student Services Center: 583-5154

## Media Relations (TV, Radio, Press)

*Media on campus; reporter questions; news coverage*

### **Director of Community Relations**

Student Services Center: 583-5040

## Media Technology

*audio-visual classroom support*

### **ITS Help Desk**

Student Services Center: 583-5110

## Mileage Claims/Travel Reimbursement

### **Accounts Payable Department**

Student Services Center: 583-5034

## Network/Server

*troubleshooting; repairs*

### **ITS Help Desk**

Student Services Center: 583-5110

## New Construction, Schools

*project status and plans*

### **Director of Capital Projects**

Student Services Center: 583-5032

## News Briefs

*staff newsletter*

### **Community Relations Manager**

Student Services Center: 583-5040

## No Child Left Behind (ESEA)

*NCLB (Elementary Secondary Education Act); regulations; procedures; data*

### **Supervisor of Compensatory Programs and Grants**

Student Services Center: 583-5063

## Nursing Services

*assignments; responsibilities; contact information*

### **Nursing Department Chair**

Student Services Center: 253-209-4978

## Nutrition, Student

*food service; nutrition policy; lunch menu*

### **Director of Student Nutrition**

Auxiliary Services Center: 583-5490

## Operations

*maintenance and operations*

### **Director of Maintenance and Operations**

Auxiliary Services Center: 583-7350

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## Parent Complaints

*please work with the school principal first*

- **Assistant Superintendent for Elementary Schools**

Student Services Center: 583-5160

- **Assistant Superintendent for Secondary Schools**

Student Services Center: 583-5165

## Payroll/Retirement

*general questions regarding pay and benefits*

### Payroll Office

Student Services Center: 583-5120

## Permits

*building, electrical, construction, elevator, etc.*

### Director of Maintenance and Operations

Auxiliary Services Center: 583-7350

## Pesticide Notification

*pesticide/herbicide program*

### Supervisor of Grounds, Facilities Use and Recreation

Auxiliary Services Center: 583-7351

## Policy, Board

*obtain copies of board policies online or contact school or department*

Any school or department or 583-5190

## Pools, Swimming/Rentals

### Supervisor of Grounds, Facilities Use and Recreation

Auxiliary Services Center: 583-7351

## Print Shop/Copy Center

### Printing and Publications Supervisor

Student Services Center: 583-5131

## Professional Development

*schedules, topics, resources*

### Director of Teaching and Learning

Student Services Center: 583-5140

## Property Information, Impact Fees, Title Search

### Administrator for Business Services and Capital Projects

Student Services Center: 583-5010

## Psychologists

*assignments; responsibilities; contact information*

### Director of Special Education

Student Services Center: 583-5177

## Public Disclosure Commission (PDC)

*public agency election/lobbying laws*

### Director of Community Relations/Superintendent's Executive Assistant

Student Services Center: 583-5040 or 583-5190

## Publications

### Community Relations Manager

Student Services Center: 583-5040

## Public Information Officer

### Director of Community Relations

Student Services Center: 583-5040

## Public Records Requests

### Executive Director of Human Resources

Student Services Center: 583-5087

## Records Retention

*records archive process*

### Fixed Assets, Inventory and Records Specialist

Student Services Center: 583-5032

## Recruitment

*represents district at colleges/career fairs*

### Recruitment and Retention Coordinator

Student Services Center: 583-5095

## Recycling

### Facilities/Planning/Data Specialist

Auxiliary Services Center: 583-7350

## Remodels

*budget/status*

### Administrator for Business Services and Capital Projects

Student Services Center: 583-5010

## Rental, Building/Room

*district/public use of facilities*

### Supervisor of Grounds, Facilities and Recreation

Auxiliary Services Center: 583-7364

## Request to Distribute Flyers/Materials

*approval required to post or distribute*

### Community Relations Manager

Student Services Center: 583-5040

## Research

*evaluating effectiveness of school and district programs*

### Director of Assessment and Program Evaluation

Student Services Center: 583-5052

## Risk Management Pool

*annual reporting and compliance*

### Loss Control Specialist/Risk Management

Student Services Center: 583-7357

## Running Start

*high school jr/sr enrollment in college classes*

### Assistant Superintendent for Secondary Schools

Student Services Center: 583-5165

## School/Bus Stop Locator

*questions/assistance*

### Transportation Router and Planning Specialist

Auxiliary Services Center: 583-5494

## School Resource Officers (SROs)

*police officers in schools, special events*

### Loss Control Specialist/Risk Management

Student Services Center: 583-7357

## Science Kit Materials

### Director of Teaching and Learning

Student Services Center: 583-5140

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## Security/Safety

*students, staff, property*

### Loss Control Specialist/Risk Management

Student Services Center: 583-7357

## Sharps Containers

*pick up and deliveries to health rooms*

### Director of Maintenance and Operations

Auxiliary Services Center: 583-7350

## Special Education

*program offerings, issues, admittance*

### Special Education Clerk

Student Services Center: 583-5170

## Special Educ. Early Childhood Education

*admission; location; staffing*

### Special Education Clerk

Student Services Center: 583-5180

## Special Education Records

*request records*

### Audit Records Clerk

Student Services Center: 583-5181

## Staff Development

*ESPCC, IUOE and coaches*

### Human Resources Department

Student Services Center: 583-5087

## Standardized Testing

*student academic assessments*

### Director of Assessment and Program Evaluation

Student Services Center: 583-5057

## Student Bus Conduct/Discipline

*report incidents*

### Director of Transportation

Auxiliary Services Center: 583-5494

## Student Enrollment

*call local school*

583-5000 to be transferred to the school

## Student Records System, Skyward

*data/reports/troubleshoot system*

### ITS Help Desk

Student Services Center: 583-5110

## Student Services Center

*Administration building questions, concerns*

### Administrator for Business Services and Capital Projects

Student Services Center: 583-5010

## Subpoenas

*accepts on behalf of all employees to avoid disruptions*

### Administrator for Business Services and Capital Projects

Student Services Center: 583-5010

### Executive Director of Human Resources

Student Services Center: 583-5087

### Deputy Superintendent

Student Services Center: 583-5050

## Substitutes—

### • Bus Drivers

#### Transportation Department

Auxiliary Services Center: 583-5494

### • Custodians

#### Maintenance and Operations Department

Auxiliary Services Center: 583-7350

### • Student Nutrition/Food Services

#### Student Nutrition Department

Auxiliary Services Center: 583-5490

### • Teachers, Paraeducators, secretaries

#### Substitute Coordinator

Student Services Center: 583-5094

## Substitutes

*substitute system help; staff absences; scheduling*

### Substitute Coordinator

Student Services Center: 583-5094

## Summer School

*schedule/enrollment/admission*

### • Elementary

#### Assistant Superintendent for Elementary Schools

Student Services Center: 583-5160

### • Secondary

#### Assistant Superintendent for Secondary Schools

Student Services Center: 583-5165

## Surplus Sales

*out of date, damaged, no longer needed materials*

### Purchasing Manager

Student Services Center: 583-5031

## Testing

*student academic assessments*

### Director of Assessment and Program Evaluation

Student Services Center: 583-5052

## Theft

### Loss Control Specialist/Risk Management

Student Services Center: 583-7357

## Title I

*funding program for economically disadvantaged*

### Supervisor of Compensatory Programs and Grants

Student Services Center: 583-5063

## Title II (Part A)

*teacher and principal training*

### Director of Teaching and Learning

Student Services Center: 583-5140

## Title IX (Students)

*equal opportunities for boys and girls*

### Executive Director of Human Resources

Student Services Center: 583-5087

## Title IX/Sexual Harrassment

*policy training; investigation*

### Executive Director of Human Resources

Student Services Center: 583-5087

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## Towing

**Loss Control Specialist/Risk Management**  
Student Services Center: 583-7357

## Transcripts

*obtaining high school transcripts*  
**Student Services Department**  
Student Services Center: 583-5154

## Transportation

*school bus inquiries/issues/routes*  
**Director of Transportation**  
Auxiliary Services Center: 583-5494

## Trash, Refuse Services

**Facilities/Planning/Data Specialist**  
Auxiliary Services Center: 583-7350

## Truancy

*secondary attendance issues; Becca Bill*  
**Director of Student Services**  
Student Services Center: 583-5154

## Utilities

**Facilities/Planning/Data Specialist**  
Auxiliary Services Center: 583-7350

## Utility Breakdowns

*report gas, electric, water problems*  
**Director of Maintenance and Operations**  
Auxiliary Services Center: 583-7350

## Vendors

**Purchasing Manager**  
Student Services Center: 583-5031

## Volunteers

- **Background Checks**  
**Loss Control Specialist/Risk Management**  
Student Services Center: 583-7357
- **Opportunities, Partnerships**  
**Family and Community Partnership Coordinator**  
Student Services Center: 583-5154
- **Service Projects Provided for District**  
**Director of Maintenance and Operations**  
Auxiliary Services Center: 583-7350

## Voter Registration

*request forms*  
**Community Relations Manager**  
Student Services Center: 583-5040

## WA Interscholastic Athletic Association (WIAA)

*regulations for sports, coaching, student eligibility*  
**Assistant Superintendent for Secondary Schools**  
Student Services Center: 583-5165

## Warehouse

**Director of Maintenance and Operations**  
Auxiliary Services Center: 583-7350

## Website, District (content)

*inquiries about/revisions to published information*  
**Community Relations Manager**  
Student Services Center: 583-5040

## Website, District (technical)

*inquiries about website access/function*  
**ITS Help Desk**  
Student Services Center: 583-5110

## Whistleblower

- **Human Resources Department**  
Student Services Center: 583-5091
- **Washington State Auditor**  
whistleblower@sao.wa.gov; 360-902-0378

## Work Orders

**Supervisors of Maintenance**  
Auxiliary Services Center: 583-7357 or 583-7352

## Workers Compensation (L&I)

*on-the-job injuries; assists staff to complete and submit required state forms in order to receive care*  
**Loss Control Specialist/Risk Management**  
Student Services Center: 583-7357

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