



Bellevue Community Schools



Bronco Community Communication Flowchart

	First Level	Second Level	Third Level	Fourth Level
General Concern*	Classroom Teacher	Building Principal	Superintendent	
Discipline**	Classroom Teacher	Student Success Coordinator	Building Principal	Superintendent
Special Education	Classroom Teacher	Special Education Teacher	Building Principal	Superintendent
Transportation	Bus Driver	Operations Department	Superintendent	
Athletics	Coach	Athletic Director	Superintendent	
Food Services	Food Service Director	Superintendent		
District Policy	Superintendent	Board of Education		

**General Concern*: There are many student supports which Bellevue Community Schools employ. Contacting a classroom teacher about a concern will result in them contacting additional positions within the district to find the help that is being requested.

***Discipline*: Remember that the Code of Conduct is enforceable at all school sponsored events and sanctioned or affiliated clubs or sports. The Code of Conduct is also enforceable on all buses. It is always best to talk with the person who initially contacted you about the issue.



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Why Process is Important

Many issues can be solved simply by talking to those who are directly involved. A problem will not be solved quicker by skipping the process. Those next in line in the process will simply talk to those who should have been talked to initially and ask them to initiate a conversation.

Please note that compliments or acknowledgements of positive events can be directed to everyone along the chain. All of us appreciate hearing the great things that are happening at Bellevue Community Schools.

Communication Methods

The best way to reach staff is through Email. As staff are busy working with students during the day, phone messages, especially to teachers, may not be returned immediately.

Communication Expectations

Please provide at least 24 hours for staff to return an email or phone message, unless during a Friday, weekend or break where communication may not occur until Monday or when the break is over.

As a community we strive to treat each other with respect.

All parties are expected to

- recognize there are two-sides to every story.
- assume everyone has the best interests of a child.
- be prepared to work collaboratively to solve problems.
- always use a respectful and polite tone.

We reserve the right to reschedule any conversation should threats and/or inappropriate language be used until such a time when a respectful, polite, collaborative tenor can be re-established to support the student.

If a conversation involves discipline, please know that Federal law prohibits schools from discussing with another parent the consequences of any child with whom they do not have legal guardianship over.

904 W. Capital Ave, Bellevue, MI 49021

Phone: 269.763.9432 Fax: 269.763.2300 www.bellevue-schools.com



Bellevue Community Schools



Position	Name	Email	Phone Number
<i>Superintendent</i>	Mr. Martin Chard	chardm@bellevue-schools.com	269-763-9432
<i>Jr/Sr High Principal</i>	Mr. Nate Mitchell	nmitchell@bellevue-schools.com	269-763-9413
<i>Elementary Principal</i>	Mrs. Stacey Van Nortwick	vannortwicks@bellevue-schools.com	269-763-9435
<i>Student Success Coordinator</i>	Ms. Sarah VandenHeuvel	vandenhs@bellevue-schools.com	269-763-9435
<i>Operations Director</i>	Mr. Justin Robbins	robbinsj@bellevue-schools.com	269-763-9432
<i>Operations Department</i>	Mr. Geoff Boden	gboden@bellevue-schools.com	269-763-9368
<i>Athletic Director</i>	Ms. Sarah Vanden Heuvel	vandenhs@bellevue-schools.com	269-763-9432
<i>Food Service Director</i>	Mr. Jason Adkins	adkinsj@bellevue-schools.com	269-763-9432
<i>Board of Education</i>	Mr. Seth Madry (President)	madrys@bellevue-schools.com	269-275-3982

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