



How to Communicate a Question or Concern

The Board of Directors recognize there are times when a parent, resident, taxpayer, or employee may have a question, concern, complaint, suggestion or request and is uncertain as to the procedure to follow in contacting the school district. Many parental questions are easily and completely answered by communicating directly with the educator in charge of the class or program. Communication is key in solving any problem. **Please do all you can to effectively communicate with the teacher and/or individual to gather the complete story. Your child's success is our main goal, and we are here to work together to achieve this goal.**

Listed below is a flowchart / chain of command that should be of assistance when addressing an issue. **Each situation should be addressed at whatever level the initial action was taken with appeals moving on to the next level on the chain of command.** Please visit our website staff directory for contact information.

To ensure the most timely resolution to your concern and/or question, first contact the teacher, counselor or principal so that he or she can respond without any undue delay. The Board of Directors create policy, it is the responsibility of the administration and professional staff to execute those policies.

Parent / Guardian & Community Communication Process Flowchart - Chain of Command

<i>Area of Concern</i>	<i>First Level</i>	<i>Second Level</i>	<i>Third Level</i>	<i>Fourth Level</i>	<i>Fifth Level</i>	<i>Sixth Level</i>	<i>Seventh Level</i>
<i>Child Abuse</i>	Childline - 1800- 932-0313						
<i>Athletics</i>	Coach	Athletic Director	Principal	Assistant Superintendent	Superintendent	Board of Directors	

<i>Athletic Facilities</i>	Athletic Director	Maintenance Director	Principal	Assistant Superintendent	Superintendent	Board of Directors	
<i>Athletic Injuries</i>	Coach	Athletic Trainer	School Nurse	Athletic Director / Principal	Assistant Superintendent	Superintendent	Board of Directors
<i>Business Office</i>	Assistant Business Manager	Business Manager	Assistant Superintendent	Superintendent	Board of Directors		
<i>Curriculum / Academic</i>	Teacher	Principal	Federal Programs Coordinator	Assistant Superintendent	Superintendent	Board of Directors	
<i>Instruction</i>	Teacher	Principal	Federal Programs Coordinator	Assistant Superintendent	Superintendent	Board of Directors	
<i>Discipline</i>	Teacher	Assistant Principal	Principal	Assistant Superintendent	Superintendent	Board of Directors	
<i>Facilities</i>	Building Maintenance	Maintenance Supervisor	Building Principal	Assistant Superintendent	Superintendent	Board of Directors	
<i>Guidance</i>	Counselor	Principal	Assistant Superintendent	Superintendent	Board of Directors		
<i>Special Education</i>	Teacher	Building LEA	Principal	Director of Special Education	Assistant Superintendent	Superintendent	Board of Directors
<i>Student Concern</i>	Teacher	Assistant Principal	Principal	Assistant Superintendent	Superintendent	Board of Directors	
<i>Computer / Hardware</i>	Teacher	Technology Department	Principal	Assistant Superintendent	Superintendent	Board of Directors	

<i>Problem</i>							
<i>Computer / Software Problem</i>	Teacher	Technology Department	Principal	Assistant Superintendent	Superintendent	Board of Directors	
<i>Bus Discipline</i>	Assistant Principal	Building Principal	Assistant Superintendent	Superintendent	Board of Directors		
<i>Attendance</i>	Attendance Officer	Counselor	Assistant Principal	Building Principal	Assistant Superintendent	Superintendent	Board of Directors