

# Mountainside School District



## Communication Procedures & Chain of Command

# Chain of Command for Communication

- ❖ On occasion, a parent may have a concern, suggestion, complaint, or request related to a school or classroom issue, decision, policy, or practice. Many of these questions can be easily and thoroughly answered by communicating directly with the educator in charge of the class or program.
- ❖ Each situation should first be addressed at whatever level the initial action occurred prior to moving on to the next level on the chain of command.
- ❖ As a guide, the following flow charts illustrate the process to be followed for various settings and situations.

# Curriculum & Instruction Questions or Concerns

**Teacher or Case Manager for Special Education**



**Principal / Supervisor of Special Education**



**Superintendent**



**Board of Education**

# Student Discipline Issues

**Teacher**



**Principal**



**Superintendent**



**Board of Education**

# Athletics or Extracurricular Activities

**Coach or Activity Advisor**



**Principal**



**Superintendent**



**Board of Education**

# Transportation Route Issues

**Transportation Coordinator**



**Business Administrator**



**Superintendent**



**Board of Education**

# Facilities / Buildings & Grounds Issues

**Principal**

**(who will contact Supervisor of Buildings & Grounds)**



**Business Administrator**



**Superintendent**



**Board of Education**