



GENERAL COMMUNICATION PROCEDURES AND CHAIN OF COMMAND

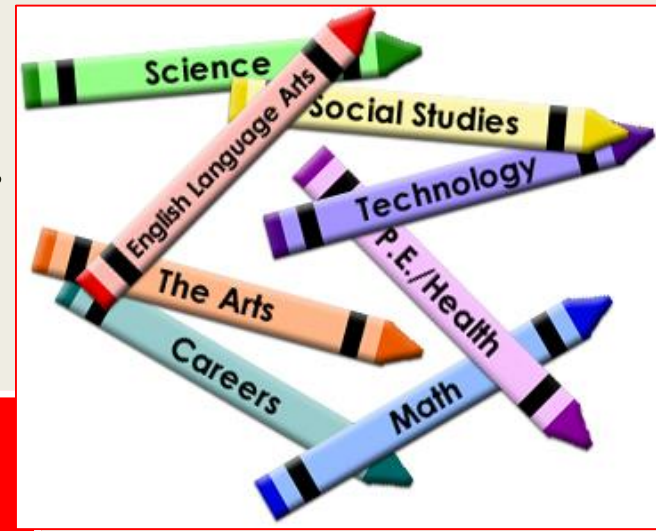


Chain of Command for Communication



- 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 and Instruction Questions or Concerns



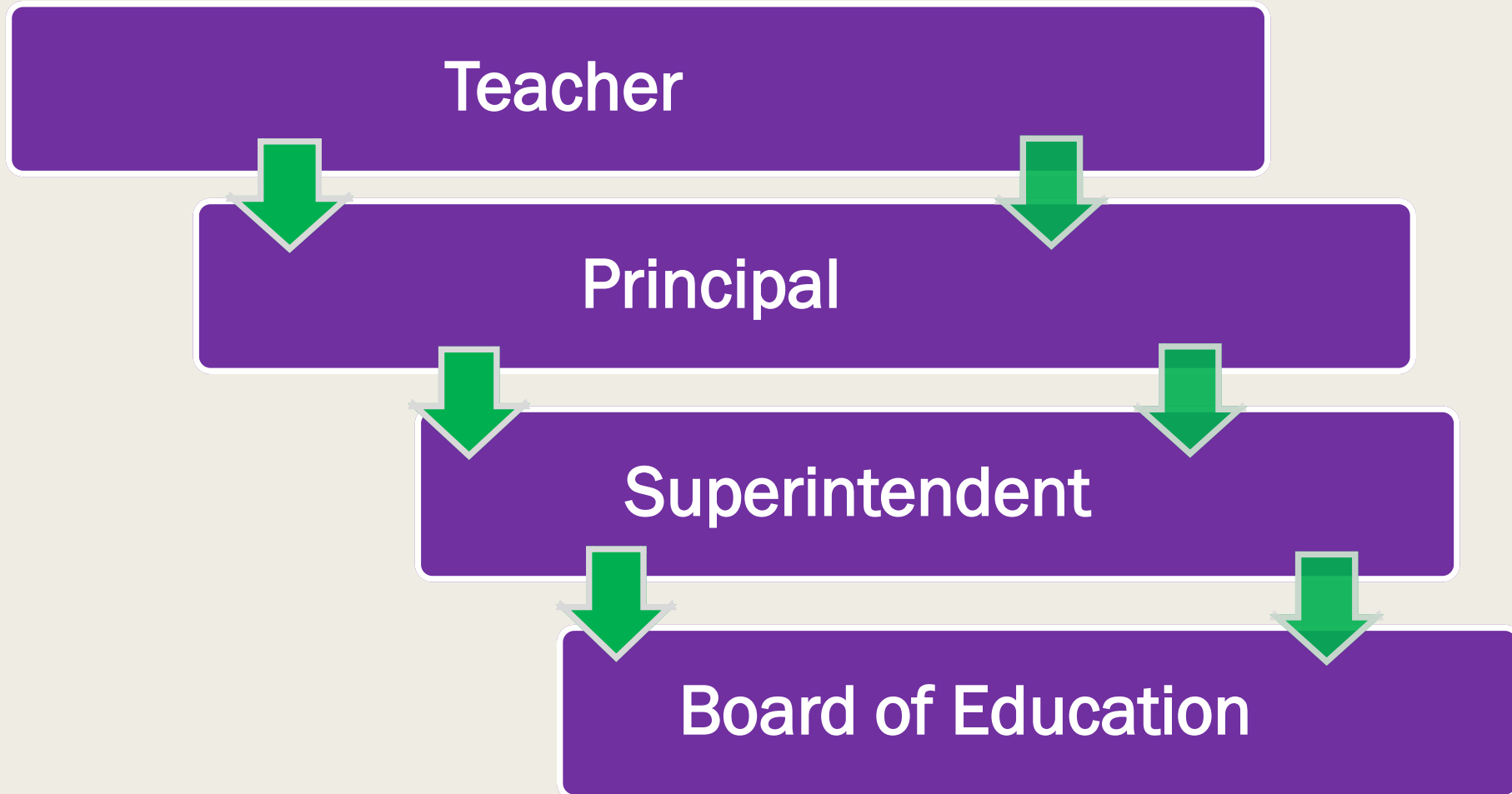
Teacher or Case Manager for
Special Education

Principal / Supervisor of
Special Education

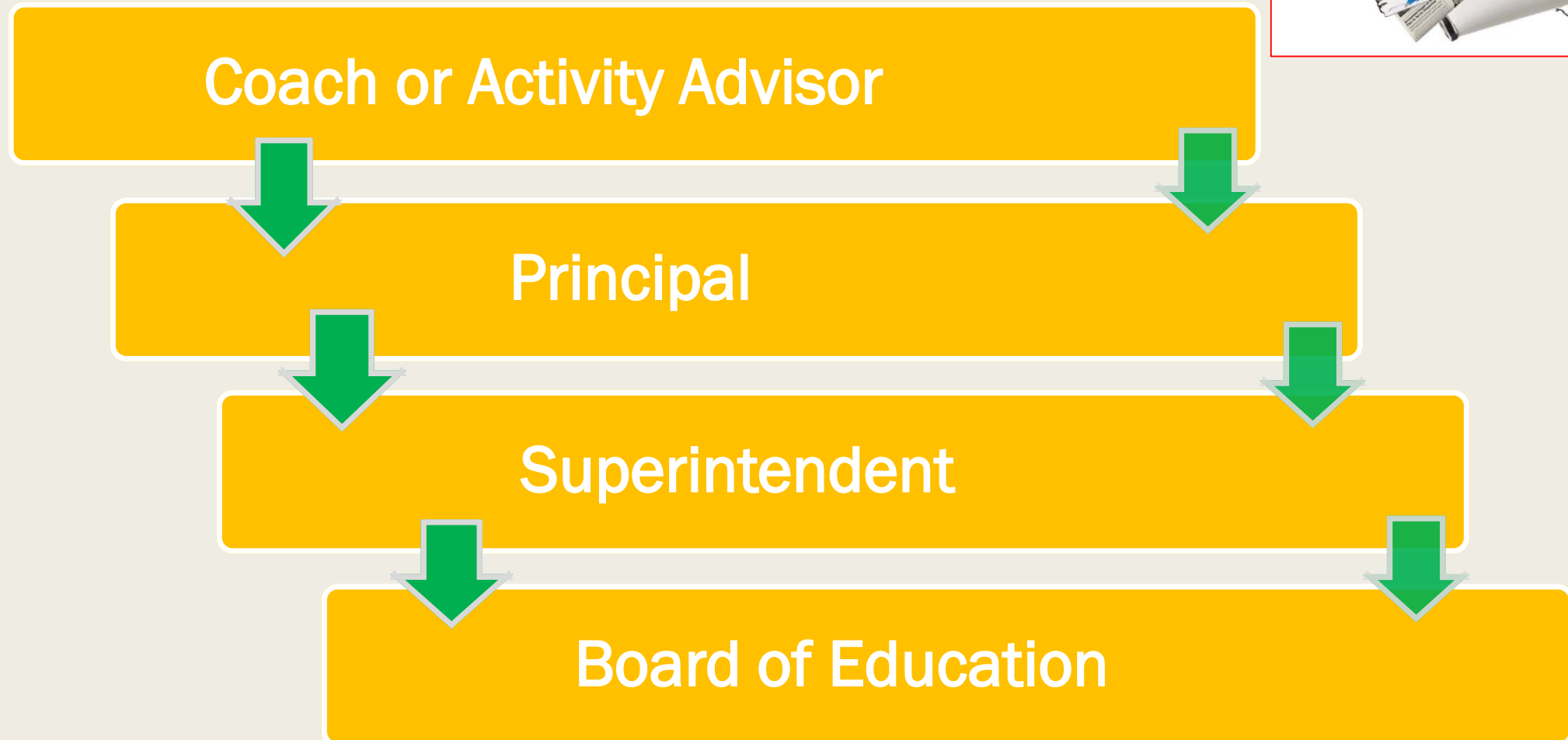
Superintendent

Board of Education

Student Discipline Issues



Athletics or Co-Curricular Activities Issues



Transportation Routing Issues (or items left on the bus)



Transportation Coordinator

Business Administrator

Superintendent

Board of Education

Facilities/Buildings/Grounds Issues



Principal (who will contact the
Supervisor of Buildings & Grounds)

Business Administrator

Superintendent

Board of Education