

WINDBER AREA SCHOOL DISTRICT: CHAIN OF COMMUNICATION MATRIX

Topic of Concern	1 st Level	2 nd Level	3 rd Level	4 th Level	5 th Level	6 th Level
Potential Child Abuse	Childline 1-800-932-0313	Emergency 911 (For Immediate Response)	After Communication at Level 1 and/or Level 2, contact school administration at 814-467-4567 (Request Building Principal/School Resource Officer). The school district will follow up with additional reporting and coordination with support systems for child(ren).			
Threats of Any Nature	Administration/School Resource Officer (During School Hours) – Please contact school directly and request to speak to either. Safe2Say – Anonymous Tip Line: 1-844-723-2729 or Website: SAFE2SAY.ORG					
Safety and Security Matters	Teacher	School Resource Officer	District School Safety & Security Coordinator	Building Principal	Superintendent	School Board
Disciplinary Matters	Teacher	Assistant Principal (Middle/High School) Dean of Students (Elementary School)	Building Principal	Director of Special Education (Special Education Related Only)	Superintendent	School Board
Health/Medical Matters	School Nurse	Assistant Principal (Middle/High School) Dean of Students (Elementary School)	Building Principal	Director of Special Education (Special Education Related Only)	Superintendent	School Board
Attendance	Teacher	School Office	Assistant Principal (Middle/High School) Dean of Students (Elementary School)	Building Principal	K-12 Attendance Coordinator (814) 467-4567 ext. 341	Superintendent
Instructional Questions/Concerns	Teacher	Building Administration	Director of Education	Director of Special Education (Special Education Related Only)	Superintendent	School Board
School Guidance Services	School Counselor	Building Principal	Director of Education	Director of Special Education (Special Education Related Only)	Superintendent	School Board
PK-12 Curriculum	Teacher	Building Principal	Director of Education	Director of Special Education (Special Education Related Only)	Superintendent	School Board

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Special Education Services	Teacher	IEP Case Manager	Building Principal	Director of Special Education	Superintendent	School Board
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Technology Services	Teacher	Technology Department help@windberschools.org	Building Principal	Director of Education	Superintendent	School Board
Transportation Services	Building Administration	Transportation Coordinator Office (814) 467-4567 ext. 806	Miller’s Motors (814) 487-5701	Director of Education	Superintendent	School Board
Athletics	Coach	Athletic Director (1 st Level re: Coach Concerns)	Building Principal	Superintendent	School Board	
Extra-Curricular Activities	Advisor	Building Principal	Director of Education	Superintendent	School Board	
Facilities - All	Building Maintenance Staff (When On-Site)	Internal Facilities Director	Building Principal	Superintendent	School Board	
District Business Services	Business Manager Office (814) 467-4567 ext. 803	Superintendent	School Board			
District Operations/Policies	Teacher	Assistant Middle/High School Principal (MS/HS Facilities)	Building Principal	Director of Education	Superintendent	School Board

The purpose of establishing a chain of communication is to provide efficient and effective response to parent, student, and community concerns. To receive response in a manner that is both timely and supportive of your concern(s) it is critical to communicate in progression beginning with the 1st Level.

Elementary School	Middle School	High School	Facilities & Maintenance	School Safety	Administrative Offices
Charles Beckley Elementary School Principal	Kimberly Moore High School/Middle School Principal		Justin Roxby Facilities	Frank Tallyen Safety & Security Coordinator	Michael Vuckovich Superintendent
Mark Wassilchalk Elementary Dean of Students	Steve Slatcoff Assistant Middle/High School Principal			Gary Eisenhower School Resource Officers	Jessica Shuster Director of Education
Kimberly Minahan Elementary School Counselor	Andrea Reese Middle School Counselor	Kelly Birkhimer High School Counselor	Athletics	Transportation	Korie Duryea Special Education Director/Student Services
Jennifer Culp Elementary School Nurse	Jennifer Batche /TBD Middle/High School Nurse		Mark Ott Athletic Director	Jessica Shuster - Transportation Coordinator	Frank Tallyen IT Director

