



Communication Process Flow Chart For Families and the Community

Parents, students, and community members are asked to please follow the chain of communication as listed below, in the event that they have a question, problem or concern.

Area of Concern	Level 1	Level 2	Level 3	Level 4	Level 5	Level 6	Level 7	Level 8
Athletics	Coach	Athletic Director	Vice Principal	Principal	Assistant Superintendent	Superintendent	Board of Education	
Business Office	Principal	Business Administrator	Superintendent	Board of Education				
Class Instruction	Teacher	School Counselor/ Case Manager	Instructional Supervisor	Vice Principal	Principal	Assistant Superintendent	Superintendent	Board of Education
Computer/ Hardware Problem	Help Desk Ticket System	Tech Support Technician	Technology Supervisor	Principal	Assistant Superintendent	Superintendent	Board of Education	
Counseling	Counselor	Director of Student Services	Principal	Assistant Superintendent	Superintendent	Board of Education		
Curriculum & Instruction	Teacher	Instructional Supervisor	Principal	Assistant Superintendent	Superintendent	Board of Education		
Facilities	Principal	Director of Buildings and Grounds	School Business Administrator	Superintendent	Board of Education			
School Security	Vice Principal	Principal	Assistant Superintendent	Superintendent	Board of Education			
Special Education	Teacher	Case Manager	Principal	Director of Special Services	Superintendent	Board of Education		
Student Discipline/HIB	Teacher	Case Manager (if applicable)	Building HIB Specialist (If HIB)	Vice Principal	Principal	District HIB Coordinator	Superintendent	Board of Education
Student Social, Emotional Behavioral Concerns	ACS - Teacher LMS/LHS - School Counselor or Case Manager	Vice Principal	Principal	Director of Student Services	Superintendent	Board of Education		