



Friendly High School Flowchart

Principal-[Robin Pope-Brown](#) Assistant Principal-[Mark Bickerstaff](#) (10th) 11th (A-Gar)
 Assistant Principal-[Tia Johnson](#) (12th) 11th (Gas-Ord)
 Assistant Principal-[Erica McDade](#) (9th) 11th (Os-Z)

Safety and Security	Head of Security - Mr. Milner (G)
Athletics	Athletic Director- Ms. Staves

If you are not satisfied with the result

Grade/Department Level [Administrator](#)

Steps to Address Concerns

Type of Concern	Step 1	Step 2	Step 3	Step 4
Academic Concerns - Curriculum - Materials of Instruction - Grading Policies	Classroom Teacher	<ul style="list-style-type: none"> Professional School Counselor(s) 	<ul style="list-style-type: none"> Grade Level Assistant Principals Principal- Robin Pope-Brown 	Area 3 Office
Concerns & Policy & Procedures	School Administration	Principal- Mrs. Pope-Brown	Click on Area Resolution Specialist to submit a concern	Area Resolution Specialist will facilitate a resolution



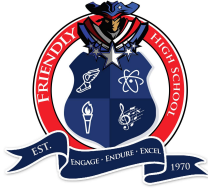
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Guidance - College Admissions - Family Concerns -Social/Emotional - Student Transcripts -Service Learning Hours	<ul style="list-style-type: none"> • Professional School Counselors • Guidance Secretary- Ms. Beverly • PPW- Ms. Parker 	Department Administrator- Ms. McDade	Division of Student Services and Special Education	Chief of Student Services and Special Education
Health and Medical Concerns	Professional School Nurse- Ms. Rhoan	Nurse Manager of School Area: Area 3 - High Schools	Health Services Specialist for School Area Area 3 - High Schools	Supervisor of Health Services
Homeless	<ul style="list-style-type: none"> • PPW- Ms. Parker • Registrar- Ms. Anderson 	Homeless Office	Office of Appeals	Board of Education
Maintenance	Building Supervisor- Mr. McPherson	Administrator- Mr. Bickerstaff	Maintenance Office	



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Attendance	Attendance Secretary- Ms. Curry	School PPW- Ms. Parker	Grade Level Administration	Board of Education
Special Education Concerns	<ul style="list-style-type: none"> Classroom Teacher Case Manager IEP Facilitator- Brandi Watts 	Department Administration- Mr. Bickerstaff	Assistant Supervisor for Compliance	Compliance Office Director of Special Education
504 Concerns	School Counselors (consult grade level counselor)	504 Building Facilitator Designated Asst. Principal- Ms. McDade	School Principal- Mrs. Pope-Brown	504 Coordinator
Transportation	Transportation Designee- Ms. Beverly	Designated Assistant Principal- Mr. Bickerstaff	Transportation Office	Board of Education



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DISCIPLINE				
Short Term Suspension	Grade Level Assistant Principal Principal (requests suspension of 1-3 days)	Pupil Personnel Worker Services- Ms. Parker	Student Services	Board of Education
Long Term Suspension / Expulsions	Grade Level Assistant Principal Principal (requests suspension over 3 days)	CEO's Designee (holds suspension conference)	Office of Appeals	Board of Education
TRANSFERS				
General Transfer	School Registrar- Ms. Anderson	Office of Student Records, Transfers, and Archival Services	Office of Appeals	Board of Education