



## MELROSE PUBLIC SCHOOLS COMMUNICATION FLOWCHART

AREA OF CONCERN	FIRST LEVEL	SECOND LEVEL	THIRD LEVEL	FOURTH LEVEL	FIFTH LEVEL
<b>Special Education Services</b>	Teacher or Special Education Coordinator	Special Education Coordinator/ Principal	Special Education Director	Deputy Superintendent/ Superintendent	School Committee
<b>Illness or Medication</b>	School Nurse	Lead Nurse	Principal	Deputy Superintendent/ Superintendent	School Committee
<b>A Coach/Advisor or Extracurricular Activity</b>	Coach or Advisor	Activities/ Athletic Director	Principal	Deputy Superintendent/ Superintendent	School Committee
<b>English Language Learning</b>	Teacher	Principal	Executive Director of Academics & Accountability	Deputy Superintendent/ Superintendent	School Committee
<b>A (PreK-12) Teacher or Class, Content, or Curriculum</b>	Teacher	Principal	Executive Director of Academics & Accountability	Deputy Superintendent/ Superintendent	School Committee
<b>Technology</b>	Teacher	Principal	Executive Director of Academics & Accountability/ IT Director	Deputy Superintendent/ Superintendent	School Committee
<b>Graduation, Schedules, Registration, College Testing, Bullying, Social Issues, Safety</b>	School Counselor	Principal	Deputy Superintendent/ Superintendent	School Committee	
<b>Lunch Payments, Meal Benefits, Menu or Services</b>	Building Office	Director of Dining Services	Deputy Superintendent/ Superintendent	School Committee	
<b>Building or Equipment Issue</b>	Building Office	Principal	Deputy Superintendent/ Superintendent	School Committee	
<b>Transportation</b>	Building Office	Transportation Coordinator	Principal	Deputy Superintendent/ Superintendent	School Committee
<b>Before or After School Program</b>	Building Office/ Program Staff	Director of After School	Principal	Deputy Superintendent/ Superintendent	School Committee
<b>METCO (Programming, transportation, etc)</b>	METCO Coordinator	Student Relations Director	Deputy Superintendent/ Superintendent	School Committee	