

How to Communicate a Question or Concern

The Board of Directors recognize there are times when a parent, resident, taxpayer, or employee may have a question, concern, complaint, suggestion, or request and is uncertain as to the procedure to follow in contacting the school district. Many parental questions are easily and completely answered by communicating directly with the educator in charge of the class or program. Communication is key in solving any problem.

Please do all you can to effectively communicate with the teacher and/or individual to gather the complete story. Your child's success is our main goal, and we are here to work together to achieve this goal.

Listed below is a flowchart/channel of communication that should be of assistance when addressing an issue. **Each situation should be addressed at whatever level the initial action was taken with appeals moving on to the next level on the channel of communication.** Please visit our website staff directory for contact information.

To ensure the most timely resolution to your concern and/or question, first contact the teacher, counselor, or principal so that he or she can respond without any undue delay. The Board of Directors create policy; it is the responsibility of the administration and professional staff to execute those policies.

Parent/Guardian and Community Communication Process Flowchart - Channel of Communication

<i>Area of Concern</i>	<i>First Level</i>	<i>Second Level</i>	<i>Third Level</i>	<i>Fourth Level</i>	<i>Fifth Level</i>	<i>Sixth Level</i>
<i>Child Abuse</i>	Childline 1-800-932-0313					
<i>Athletics</i>	Coach	Athletic Director	Principal	Superintendent	Board of Directors	
<i>Athletic Facilities</i>	Athletic Director	Principal	Superintendent	Board of Directors		
<i>Athletic Injuries</i>	Coach	Athletic Trainer	School Nurse	Athletic Director / Principal	Superintendent	Board of Directors
<i>Business Office</i>	Business Office Clerk	Business Manager	Superintendent	Board of Directors		
<i>Curriculum / Academic</i>	Teacher	Principal	Superintendent	Board of Directors		

Area of Concern	First Level	Second Level	Third Level	Fourth Level	Fifth Level	Sixth Level
Instruction	Teacher	Principal	Superintendent	Board of Directors		
Discipline	Teacher	Dean of Students (H.S.)	Principal	Superintendent	Board of Directors	
Facilities	Building Office Staff	Maintenance Supervisor	Building Principal	Superintendent	Board of Directors	
Guidance	Counselor	Principal	Superintendent	Board of Directors		
Special Education	Teacher	Principal	Director of Special Education	Superintendent	Board of Directors	
Student Concern	Teacher	Dean of Students (H.S.)	Principal	Superintendent	Board of Directors	
Computer / Hardware / Software Problem	Teacher	Principal	Computer Technician	Superintendent	Board of Directors	
Bus Discipline	Dean of Students (H.S.)	Building Principal	Superintendent	Board of Directors		
Bus Transportation	Transportation Office Staff	Principal	Superintendent / Bus Contractor	Board of Directors		
Attendance	Building Attendance Clerk	Counselor	Dean of Students	Building Principal	Superintendent	Board of Directors