

Communication Process Flow Chart

Area of Question / Concern	First Level	Second Level	Third Level	Fourth Level	Fifth Level
Athletics	Coach	Athletic Director	Principal	Superintendent	Board (Policy Related Issues)
Attendance	Front Office	Principal	Superintendent	Board (Policy Related Issues)	n/a
Curriculum / Instruction / Assessment	Teacher	Principal	Superintendent	Board (Policy Related Issues)	n/a
Discipline / Behavior	Teacher	Principal	Superintendent	Board (Policy Related Issues)	n/a
Facilities	Custodian	Principal	Superintendent	Board (Policy Related Issues)	n/a
Lunch Account Payments	Front Office	Bookkeeping	Superintendent	Board (Policy Related Issues)	
Special Education	Teacher / Case Manager	Principal	Coordinator	Superintendent	Board (Policy Related Issues)
Technology Software / Hardware	Teacher (Classroom Related) TeacherEase (Principal's Secretary) Website (Superintendent's Secretary)	Principal	Superintendent	Board (Policy Related Issues)	n/a
Transportation	Superintendent's Secretary	Superintendent	Board (Policy Related Issues)	n/a	

Description: A chain of communication is an organizational chart which illustrates how to navigate questions, concerns, or suggestions related to a school decision/practice or Board policy. Many questions are easily and completely answered by communicating directly with the educator in charge of the class or program. Each situation must first be addressed at whatever level the initial action was taken with appeals moving on to the next level on the chain of command.