

Communications Protocol

Area of Concern	ORDER OF COMMUNICATION						
	1 st Contact	2 nd Contact	3 rd Contact	4 th Contact	5 th Contact	6 th Contact	7 th Contact
Teacher/ Classroom	Classroom Teacher	Principal	Chief Instructional Area Leader	Deputy Superintendent	Superintendent	Board of Education	
Instruction/ Curriculum	Classroom Teacher	Principal	Director of Curriculum	Chief Instructional Area Leader	Deputy Superintendent	Superintendent	Board of Education
Scholar Discipline or Classroom/ School Behavior	Classroom Teacher	Assistant Principal/ Dean of Students	Principal	Chief Instructional Area Leader/ Executive Director of Scholar Affairs	Deputy Superintendent or Chief of Staff/ Executive Director of Public Safety & School Security	Superintendent	Board of Education
Facilities/ Grounds/ Buildings	Principal	Chief Instructional Area Leader	Executive Director of Facilities & Operations	Chief of Staff/ Executive Director of Public Safety & School Security	Superintendent	Board of Education	
Transportation	Principal	Transportation Liaison	Superintendent	Board of Education			
Food/Nutrition Services	Principal	Director of Nutrition Services	Chief Instructional Area Leader	Chief of Staff/ Executive Director of Public Safety & School Security	Superintendent	Board of Education	
Athletics	Coach	Athletic Director	Principal	Chief of Staff/ Executive Director of Public Safety & School Security	Superintendent	Board of Education	