

Chain of Communication – CUSD #4

A chain of communication is an organizational chart which illustrates how to navigate questions, concerns or suggestions related to a school decision or 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.

Communication Process Flow Chart

AREA OF CONCERN	FIRST LEVEL	SECOND LEVEL	THIRD LEVEL	FOURTH LEVEL	FIFTH LEVEL
ATHLETICS	Coach	Athletic Director	Principal	Superintendent	School Board (Policy Related Issues)
ATTENDANCE/ SCHEDULE/HEALTH	School Office	Principal	Superintendent	School Board (Policy Related Issues)	
CLASSROOM CURRICULUM/INSTRUCTION ASSESSMENTS	Teacher	Curriculum- Assessment- Technology Coordinator	Principal	Superintendent	School Board (Policy Related Issues)
DISCIPLINE/BEHAVIOR	Teacher	Dean / Counselor	Principal	Superintendent	School Board (Policy Related Issues)
FACILITIES	Maintenance Director	Principal	Superintendent	School Board (Policy Related Issues)	
LUNCH ACCOUNTS PAYMENTS	School Office	District Office Admin Asst.	Principal	Superintendent	School Board (Policy Related Issues)

AREA OF CONCERN	FIRST LEVEL	SECOND LEVEL	THIRD LEVEL	FOURTH LEVEL	FIFTH LEVEL
SPECIAL EDUCATION	Teacher (classroom)	Case Manager	Special Education Coordinator	Principal	Superintendent School Board (Policy Related Issues)
TECHNOLOGY SOFTWARE/HARDWARE	Teacher (Classroom Related)	Curriculum- Assessment- Technology Coordinator	Principal	Superintendent	School Board (Policy Related Issues)
TRANSPORTATION	Dean: Behavior Transportation Coordinator: Routes	Principal	Superintendent	School Board (Policy Related Issues)	