



PROTOCOL FOR RESOLVING CONCERNS

AREA	STEP 1	STEP 2	STEP 3	STEP 4
Academics: Difficulties Scheduling Curriculum	Class/Course Teacher Teacher Class/Subject Teacher	School Counselors	Building Principal	Exec. Director of Elementary Education and Accountability or the Exec. Director of Secondary Education and Personnel
Attendance	Main Office or School Nurse	Principal/Counselors	Exec. Director of Elementary Education and Accountability or the Exec. Director of Secondary Education and Personnel	
Athletics	Coach	Director of Physical Education and Athletics	Principal	Exec. Director of Secondary Education and Personnel
Behavior and Classroom Procedures	Teacher	HS/MS Assistant Principal (For Elementary contact Principal)	Principal	Exec. Director of Elementary Education and Accountability of Exec. Director of Secondary Education and Personnel
Board of Education Policy	District Clerk	Superintendent	Board of Education	
Budget	Exec. Director of Business and Finance	Superintendent		
Buildings and Grounds	Director of Facilities III	Executive Director of Business and Finance		
Counseling	Teacher/School Counselor	Principal	Exec. Director of Elementary Education and Accountability or the Exec. Director of Secondary Education and Personnel	
Employment	Exec. Director of Secondary Education and Personnel	Superintendent		
Extracurricular Activities	Advisor	Principal	Exec. Director of Secondary Education and Personnel	
Food Service	Building Cafeteria Manager	Food Service Director	Principal	Exec. Director of Business and Finance
Free/Reduced Meal Program	Food Service Director	Executive Director for Business and Finance		
Health Medical	School Nurse	Principal	Director of Student Services	Superintendent or Exec. Director of Elementary Education and Accountability
Registration and Residency	Registrar	Exec. Director of Elementary Education and Accountability	Superintendent	
Safety	Building Principal	Exec. Director of Business and Finance	Superintendent	
Scholarships	School Counselor	Principal	Exec. Director of Secondary Education and Personnel	
Special Education	Teacher	Principal	Director of Special Educational Services	Exec. Director of Elementary Education and Accountability or the Exec. Director of Secondary Education and Personnel
Technology	Principal	Director of Instructional Technology, Network Information & Multi-Media Systems	Exec. Director of Secondary Education and Personnel	
Transportation	Director of Transportation	Executive Director of Business and Finance	Superintendent	
Use of Facilities	Principal	Director of Physical Education and Athletics	Exec. Director of Business and Finance	Superintendent
Website	Director of Instructional Technology, Network Information & Multi-Media Systems	Exec. Director of Secondary Education and Personnel	Superintendent	