



PROTOCOL FOR SOLVING CONCERNS

AREA	STEP 1	STEP 2	STEP 3	STEP 4
Academics: Difficulties Scheduling Curriculum	Class/Course Teacher Teacher Class/Subject Teacher	HS/MS Guidance School Counselor School Counselor	Building Principal	Assistant Superintendent
Attendance	School Nurse	Principal	Assistant Superintendent	
Athletics	Coach	Director of Physical Education and Athletics	Principal	Assistant Superintendent
Behavior and Classroom Procedures	Teacher	HS/MS Assistant Principal	Principal	Assistant Superintendent
Board of Education Policy	District Clerk	Superintendent	Board President	
Budget	Executive Director of Business and Finance	Superintendent		
Buildings and Grounds	Director of Facilities III	Executive Director of Business and Finance		
Counseling	Teacher/School Counselor	Principal	Director of Special Education	Executive Director of Special Education and Student Services
Employment	Executive Director of Human Resources	Superintendent		
Extracurricular Activities	Advisor	Principal	Assistant Superintendent	
Food Service	Building Cafeteria Manager	Principal	Food Service Director	Executive Director of Business and Finance
Free/Reduced Meal Program	Food Service Director	Executive Director of Business and Finance		
Health Medical	School Nurse	Principal	Director of Special Education	Executive Director of Special Education and Student Services
Registration and Residency	Registrar	Assistant Superintendent	Superintendent	
Safety	Building Principal	Assistant Superintendent	Superintendent	
Scholarships	School Counselor	Principal	Treasurer	Executive Director of Business and Finance
Special Education	Teacher	Principal	Director of Special Education	Executive Director of Special Education and Student Services
Technology	Principal	Director of Instructional Technology, Network Information & Multi-Media Systems	Assistant Superintendent	
Transportation	Director of Transportation	Executive Director of Business and Finance		
Use of Facilities	Principal	Director of Physical Education and Athletics	Executive Director of Business and Finance	Superintendent
Website	Director of Instructional Technology, Network Information & Multi-Media Systems	Assistant Superintendent	Superintendent	