

# WHOM DO I CONTACT WITH A QUESTION OR SUGGESTION?



The West Perry School District's communication protocols help promote direct, open, and respectful interactions so that we quickly and efficiently resolve problems and concerns. The communication protocol starts with the staff member closest to the situation, as that person usually has the most information. However, at times, additional personnel are required to resolve specific concerns. Appropriate communication channels for a variety of topics are listed below.

## West Perry School District Chain of Communication Matrix

Topic of Concern	Level 1	Level 2	Level 3	Level 4	Level 5
<b>504 Plans</b>	Building 504 Coordinator	Principal	Coordinator of Student Services/ Special Education	Superintendent	School Board
<b>Athletics</b>	Coach	Athletic Director	Principal	Superintendent	School Board
<b>Attendance</b>	Building Attendance Secretary	Principal	Communications and Compliance Administrator	Superintendent	School Board
<b>Bullying/harassment</b>	Teacher	Principal	Communications and Compliance Administrator	Superintendent	School Board
<b>Disciplinary Matters</b>	Teacher/ Coach/ Advisor	Principal	Superintendent	School Board	
<b>District Budget</b>	Business Manager	Superintendent	School Board		
<b>District Taxes</b>	Tax and Census Clerk	Business Manager	Superintendent	School Board	
<b>Extra-Curricular Activities</b>	Advisor	Principal	Superintendent	School Board	
<b>Facilities</b>	Principal	Supervisor of Maintenance	Business Manager	Superintendent	School Board
<b>Food Services</b>	School Cafeteria Manager	Principal	Business Manager	Superintendent	School Board
<b>Health Matters</b>	School Nurse	Principal	Coordinator of Student Services/ Special Education	Superintendent	School Board
<b>Instructional Questions/Concerns</b>	Teacher	Principal	Assistant Superintendent	Superintendent	School Board
<b>Potential Child Abuse</b>	Childline 1-800-932-0313	After communication at Level 1 please contact the building principal. The school will follow up with additional reporting and coordination with support systems for children			
<b>PreK-12 Curriculum</b>	Teacher	Principal	Assistant Superintendent	Superintendent	School Board

Topic of Concern	Level 1	Level 2	Level 3	Level 4	Level 5
<b>Safety and Security Matters</b>	Teacher/ Coach/ Advisor	Principal	Communications and Compliance Administrator	Superintendent	School Board
<b>School Board Policies</b>	Principal	Communications and Compliance Administrator	Superintendent	School Board	
<b>School Counselor Services</b>	School Counselor	Principal	Coordinator of Student Services/ Special Education	Superintendent	School Board
<b>Special Education Services</b>	Special Education Teacher	Principal	Coordinator of Student Services/ Special Education	Superintendent	School Board
<b>Technology Services</b>	<a href="https://www.westperry.org/services/technology">Submit a technology ticket: https://www.westperry.org/services/technology</a>	Technology Director	Superintendent	School Board	
<b>Threats of any Nature</b>	Principal	Communications and Compliance Administrator	Superintendent	School Board	
<b>Transportation Services</b>	Principal	Supervisor of Transportation	Superintendent	School Board	