

Parent/Guardian and Community Communication Flowchart

The Union School District Board of Directors understand that there are times when a parent, resident, taxpayer, or employee may have a question, concern, complaint, suggestion, or request and is uncertain as to the proper procedure to follow in contacting the school district. Many parental questions are easily and completely addressed by communicating directly with the educational professional most closely involved. Communication is the key in solving any problem. Please, first attempt to resolve any issue or understanding by first communicating with the adult most closely related to the situation.

Below is a flowchart which details the flow of communication when contacting the school district. Each situation should be first addressed at lowest level possible with appeals moving to the next level in succession.

To ensure the timeliest resolution to your situation, initial contact should be at the first level. This individual is most closely involved and will best suited to first address your issue. When requesting an appeal at subsequent levels, please contact the appropriate office to make an appointment for your concerns to be heard. If upon discussion with the superintendent you are not satisfied with the outcome, you may contact the Board Secretary to schedule time at address the issue with the Board of Directors. Contacting individual members of the Board of Directors to address an issue is not an appropriate course of action and will result in being referred back to the appropriate level of flowchart for your issue to be addressed.

Concern	First Level	Second Level	Third Level	Fourth Level	Fifth Level	Sixth Level
Child Abuse	ChildLine 1-800-932-0313	Clarion Count CYS - 814 226-5150				
Athletics	Coach	Athletic Director	High School Principal	Superintendent	Board of Directors	
Athletic Facilities	Athletic Director	Principal	Superintendent	Board of Directors		
Athletic Injuries	Athletic Trainer and Coach	School Nurse	Athletic Director	High School Principal	Superintendent	Board of Directors
Business Office/Funding Accounts	Business Manager / Student Account Custodian	Superintendent	Board of Directors			

Curriculum/Academic Programs	Teacher	Principal	Superintendent	Board of Directors		
Instruction	Teacher	Principal	Superintendent	Board of Directors		
Discipline	Teacher / Supervising Adult	Principal	Superintendent	Board of Directors		
Facilities	Building Office Staff	Maintenance Supervisor	Building Principal	Superintendent	Board of Directors	
Guidance	Counselor	Principal	Superintendent	Board of Directors		
Special Education	Teacher	Director of Special Education	Principal	Superintendent	Board of Directors	
Student Concern	Teacher	Counselor	Principal	Superintendent	Board of Directors	
Technology	Teacher	Technology Director	Principal	Superintendent	Board of Directors	
Bus Discipline	Transportation Office	Principal	Superintendent	Board of Directors		
Bus Transportation	Transportation Office	Principal	Superintendent	Board of Directors		
Attendance	Office Secretary	Building Principal	Superintendent	Board of Directors		

Adopted from Redbank Valley School District and revised for use by Union School District