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| | Secretary | Teacher | Principal | Assistant Superintendent | School Board |
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Communication Chart

| | Secretary | Teacher | Principal | Assistant Superintendent | School Board |
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| Student progress | No | Yes- first | Second after teacher | After Principal if still have questions | After teacher and Principal- non-public |
| Discipline: Bus- | No | Yes | Yes-after teacher; will contact Transportation Director | If still questions after Principal | Deals with any discipline that may require expulsion |
| In School- | No | Yes-first | Yes- after teacher- depending on severity may go first to Principal | Involved if Policies are violated that may require it | |
| In classroom- | No | Yes-first | Yes- after teacher- Depending on severity may go first to Principal | Involved if Policies are violated that may require it | |
| School Wide Procedures: Attendance- | Yes | Yes | Yes- if it becomes a chronic issue | If truancy needs to be reported to the | No |

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| School Board Policies- | No | No | Yes- can research questions around policy; will communicate changes in policy | Authorities Yes- after Principal- Will assist Principal if necessary | Yes- come to meetings as a visitor and ask questions around specific policies |
| Upcoming School Wide Events | Yes | Yes | Yes | Will have the information, but the school personnel will be the best source of information | Will have the information, but the school personnel will be the best source of information |
| Upcoming Class Events | Yes | Yes | Yes- to support the teacher | | |
| Changes in Procedures: | | | | | |
| Facility- | Yes- to support the principal | Yes -to support the principal | Yes- initiates the communication about the change | Yes- is familiar with changes and would refer back to Principal or Facilities Director | Is familiar with changes and has approved them- would refer back to Principal or Facilities director |
| Expectations-ie. Students late or absent, Drop off time, school daily schedule changes, | Yes- to support the principal | Yes -to support the principal | Yes- initiates the communication about the change | After Principal- is familiar with changes | Would answer questions at board meetings from visitors- aware of changes |

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| Dismissal procedures | | | | | |
| Issues with teachers | No | First – need to schedule a conference | After a meeting has been held with the teacher or first if it is a sensitive issue | Only if still have questions after meeting with the Principal | Not directly from parents |
| Issues with the Principal | No | No | Yes- first; Schedule a meeting with the Principal | If still have questions after meeting with the Principal | Asst. Supt. will bring issue to board if needed; |
| School Board Information- Agendas, Board Packets | No | No | No | Yes- Most information is posted to the SAU website | |