

Millersburg Area School District Chain of Command

How to Effectively Communicate with School Officials

We recognize that it can be discouraging when parents attempt to communicate with District Administrators and/or school board members and they are asked to speak with building level administrators to resolve an issue. This chain of command was created to alleviate confusion or frustration for parents to be informed about where to begin their communication when there is a concern.

Many parent questions can be easily/quickly answered by the teacher of record. Each situation should first be addressed at whatever level the initial action was taken with appeals moving on to the next level of the chain of command. The easiest way to communicate is via email or a class messaging app that may be in place with a particular teacher. When an email has not been answered after 24 hours or without resolution, the next step would be a phone call, then a scheduled face-to-face meeting when necessary. Below is a breakdown of communication steps for various topics.

On Matters Involving Student Discipline & Instruction/Curriculum 1. Classroom teacher 2. Principal 3. Director of Curriculum & Instruction 4. Superintendent 5. Board of Education	On Matters Involving Personnel/Staff 1. Staff member 2. Principal or Special Education Director 3. Superintendent 4. Board of Education
On Matters Involving Athletics 1. Coach 2. Athletic Director (AD) 3. HS Principal 4. Superintendent 5. Board of Education	On Matters Involving Activities (Not Athletics) 1. Sponsor/Advisor 2. Principal 3. Superintendent 4. Board of Education
On Matters Involving Transportation: Discipline/Behavior 1. Principal 2. Supervisor of Transportation 3. Superintendent 4. Board of Education	On Matters Involving Transportation: Operations 1. Bus Company/ Driver 2. Supervisor of Transportation 3. Business Manager 4. Superintendent 5. Board of Education
On Matters Involving Facilities & Grounds 1. Principal 2. Director of Buildings & Grounds 3. Business Manager 4. Superintendent 5. Board of Education	On Matters Involving Food Service 1. Nutrition Group Supervisor 2. Principal 3. Business Manager 4. Superintendent 5. Board of Education