Community Consolidated School District 204

6067 State Route 154
Ph:(618) 357-2419

Pinckneyville, IL 62274
fax:(618) 357-3026

Communication Chain of Command

Community Consolidated School District 204 takes pride in its communication efforts with all stakeholders of the District. Parents often become discouraged when they attempt to communicate with building administrators and school board members and are sent back to the initial point of contact in order to resolve a problem their child may be experiencing in school.

To prevent that frustration, parents and community members can become informed about the **"Chain of Command"**, or where to begin the communication sequence regarding their problem or concern. It is the intent of the Chain of Command to resolve concerns and issues during the earliest steps with the individual(s) directly involved with the concerns.

Many parent and community questions are easily and completely answered by communicating directly with the educator in charge of the class or program. Each situation should first be addressed at whatever level the initial action was taken with appeals moving on to the next level on the chain of command.

The easiest way to communicate is via e-mail, and a phone call is the next preferable way. Faculty contact information such as e-mail addresses and phone numbers can be found on the district website.

1. On Matters Involving Instruction/Curriculum

a. Classroom Teacher
b. Superintendent/Principal
d. Board of Education

2. On Matters Involving Athletics

a. Head Coach
b. Athletic Director
c. Superintendent/Principal
e. Board of Education

3. On Matters Involving Student Discipline

a. Classroom Teacher
b. Superintendent/Principal
c. Board of Education

4. On Matters Involving Facilities/Grounds/Buildings

a. Superintendent/Principal
b. Director of Maintenance
d. Board of Education

5. On Matters Involving Transportation

a. Bus Driver
b. Transportation Director/Secretary
c. Superintendent/Principal
e. Board of Education

Board of Education

Jacki Brand - *President*
Matthew Heine - *Vice-President*
James Buza - Member
James Williams - Member
Jacqueline Brand - Member
Michael Rakers - Member
Jamie Murfin - Member

Jenny Malanowsk - *Board Secretary*

Administrative Staff

Keith Hagene - Superintendent/Principal
khagene@ccsd204.org

Heather Alvis - Administrative Assistant / AD
heathernhagood@ccsd204.org

Brian Kellerman - Director of Maintenance
(618)357-2419