

**STONEHAM PUBLIC SCHOOLS
COMMUNICATION PROCESS FLOWCHART**

AREA OF CONCERN	FIRST LEVEL	SECOND LEVEL	THIRD LEVEL	FOURTH LEVEL	FIFTH LEVEL
Special Education Services	Teacher or Special Education Coordinator	Principal	Special Education Director	Assistant Superintendent/ Superintendent	School Committee
Illness or Medication	School Nurse	Lead Nurse	Principal	Assistant Superintendent/ Superintendent	School Committee
A Coach/Advisor or Extracurricular Activity	Coach or Advisor	Activities/Athletic Director	Principal	Assistant Superintendent/ Superintendent	School Committee
English Language Learning	Teacher	ELL Department Head	Principal	Assistant Superintendent/ Superintendent	School Committee
A (PreK-12) Teacher or Class, Content or Curriculum	Teacher	Department Head/Supervisor	Principal	Assistant Superintendent/ Superintendent	School Committee
Technology	Teacher	Principal	Technology Director	Assistant Superintendent/ Superintendent	School Committee
Graduation, Schedules, Registration, College Testing, Bullying, Social Issues, Safety	School Counselor	Principal	Assistant Superintendent/ Superintendent	School Committee	
Lunch Payments, Meal Benefits, Menu or Services	Building Office	Principal/Budget Director	Assistant Superintendent/ Superintendent	School Committee	
Building or Equipment Issue	Building Office	Principal	Assistant Superintendent/ Superintendent	School Committee	
Facilities Rental – Gyms/Fields	Athletic Director	Principal	Assistant Superintendent/ Superintendent	School Committee	
Facilities Rental – Other	Principal	Assistant Superintendent/ Superintendent	School Committee		
Bus Driver, Route, Behavior	Building Office	Principal	Assistant Superintendent/ Superintendent	School Committee	
Before or After School Program	Boys and Girls Club	Building Office/ Program Staff	Principal	Assistant Superintendent/ Superintendent	School Committee