

Parent/Guardian & Community Communication Process Flowchart – Chain of Command

Area of Concern	First Level	Second Level	Third Level	Fourth Level	Fifth Level
Child Abuse	Child line 800-932-0313				
Athletics	Coach	Athletic Director	High School Principal	Superintendent	Board of Directors
Facilities Request	Building Principal	Athletic Director	Supervisor of Buildings and Grounds	Superintendent	Board of Directors
Attendance	Building Secretary	Building Principal	Superintendent	Board of Directors	
Transportation: Drivers & Routes	Transportation Coordinator	Business Manager	Superintendent	Board of Directors	
Business Office	Business Secretary	Business Manager	Superintendent	Board of Directors	
Curriculum/Academic	Teacher	Principal	Curriculum Supervisor	Superintendent	Board of Directors
Instruction	Teacher	Principal	Superintendent	Board of Directors	
Classroom management	Teacher	Principal	Superintendent	Board of Directors	
Discipline	Principal	Superintendent	Board of Directors		
Facilities	Buildings and Grounds Supervisor	Principal	Business Manager	Superintendent	Board of Directors
Guidance	Building Counselor	Building Principal	Superintendent	Board of Directors	
Special Education	Teacher	Principal	Director of Special Education	Superintendent	Board of Directors
Student Concern	Teacher	Principal	Superintendent	Board of Directors	
Technology/Computer: Hardware & Software	Teacher	Director of Technology	Principal	Superintendent	Board of Directors
Bus Discipline	Building Principal	Superintendent	Board of Directors		

DISTRICT CONTACT INFORMATION:

Elem Principal; Marc Walter 570-326-3554; ext. 1102	MS Principal; Rachelle Ackerman 570-323-9439; ext. 1202	HS Principal; Stephen Hafele 570-326-3581; ext. 1302
Elem Assistant Principal; Megan Renninger 570-326-3554; ext. 1108	MS Assistant Principal; Dayne Waller 570-323-9439; ext. 1204	HS Assistant Principal; Richard Cummings 570-326-3581; ext. 1304
Supervisor Special Education; Lisa Fisher 570-323-5326; ext. 1011	Supervisor C&I; Dr. Teri Key 570-326-6508; ext.1005	Director of Technology; Eric Gee 570-326-3581; ext. 1217
Food Service Director; Beth Hufnagel 570-323-3211	Supervisor of Transportation; Noah Bower 570-419-0427	Athletic Director; Ben Lorson 570-326-3581; ext. 1357
Supervisor of Buildings/Grounds; Noah Bower 570-419-0427	Business Manager; M. Daniel Egly 570-326-6508; ext. 1004	Superintendent; Dr. Brooke Beiter 570-326-6508; ext. 1006