

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

If you have a concern, or question related to district matters, please see the Chain of Command for each area below per JSASD Board Policy 906.

Area of Concern	First Level	Second Level	Third Level	Fourth Level	Fifth Level
Child Abuse	ChildLine 800-932-0313				
Athletics	Coach	Athletic Director	Building Principal	Superintendent	Board of Directors
Attendance	Building Secretary	Attendance Officer	Building Principal	Assistant Superintendent	Superintendent
Bus Discipline	School Bus Driver	Building Principal	Assistant Superintendent	Superintendent	Board of Directors
Bus Driver	School Bus Driver	Bus Company	Assistant Superintendent	Superintendent	Board of Directors
Business Office	District Office Secretary	Business Administrator	Superintendent	Board of Directors	
Classroom Management	Classroom Teacher	Building Principal	Assistant Superintendent	Superintendent	Board of Directors
Curriculum/Instruction	Classroom Teacher	Building Principal	Assistant Superintendent	Superintendent	Board of Directors
Custodial	Head Custodian	Maintenance Secretary	Director of Maintenance	Business Administrator	Superintendent
JSOL Cyber Enrollment	Guidance Counselor	District Office Secretary	Superintendent	Board of Directors	
Discipline	Building Principal	Assistant Superintendent	Superintendent	Board of Directors	
Facilities Request	Building Secretary	Maintenance Secretary	Director of Maintenance	Superintendent	Board of Directors
Food Service	Food Service Director	Business Administrator	Superintendent	Board of Directors	
Guidance	Guidance Counselor	Building Principal	Assistant Superintendent	Superintendent	Board of Directors
Health Services	Nurse	Building Principal	Assistant Superintendent	Superintendent	Board of Directors
Human Resources	HR Secretary	Business Administrator	Assistant Superintendent	Superintendent	Board of Directors
Maintenance	Maintenance Secretary	Director of Maintenances	Business Administrator	Superintendent	Board of Directors
Safety & Security	Building Principal	Assistant Superintendent	Superintendent	Board of Directors	
Social Media (In School)	Guidance – Secondary Asst. Principal - Elementary	Building Principal	Assistant Superintendent	Superintendent	Board of Directors
Social Media (Out of school)	Contact Local Law Enforcement				
Special Education	Special Ed. Teacher	Building Principal	Director of Pupil Services	Superintendent	Board of Directors
State Assessments	Guidance Counselor	Building Principal	Assistant Superintendent	Superintendent	Board of Directors
Student Concern	Classroom Teacher/ Guidance Counselor	Building Principal	Assistant Superintendent/ Director of Pupil Services	Superintendent	Board of Directors
Student Registration	Central Registration Secretary	Assistant Superintendent	Superintendent	Board of Directors	
Student Transfers & Withdrawals	Building Secretary	Central Registration Secretary	Assistant Superintendent	Superintendent	Board of Directors
Tax Collection	District Office Secretary	Business Administrator	Superintendent	Board of Directors	
Technology	Classroom Teacher	Building Principal	Director of Technology	Assistant Superintendent	Superintendent
Transcripts & Working Papers	Guidance Secretary	Guidance Counselor	Building Principal	Assistant Superintendent	Superintendent