



# PENNCREST

EMPOWERING LIFE-LONG LEARNERS

## Communication tree for matters involving the following:

### Academics (Student Progress, Curriculum, Assessment)

1. Teacher
2. Principal
3. Assistant Superintendent
4. Superintendent
5. School Board

### Athletics

1. Coach
2. School Athletic Director
3. District Athletic Director
4. Principal
5. Superintendent
6. School Board

### Attendance

1. School Office
2. Assistant Principal
3. Principal

### Bullying & Harassment

1. \*Safe 2 Safe Something  
<https://www.safe2saypa.org/>
2. Teacher
3. School Counselor/Nurse
4. Assistant Principal/Principal
5. Assistant Superintendent (Title IX Officer)

### COVID-19

1. School Nurse
2. Principal
3. Superintendent (Pandemic Coordinator)

### Facilities/School/Grounds

1. Director of Transportation & Facilities
2. Superintendent
3. School Board

### General District Information

1. District Website
2. Official District Social Media Outlets
3. District Office
4. Superintendent

### General Information on School Programming

1. School Website
2. Official School Social Media Outlets
3. School Office
4. Principal

### Transportation (Student Concerns)

1. School Office
2. Assistant Principal
3. Principal
4. Director of Transportation & Facilities
5. Assistant Superintendent
6. Superintendent

### Transportation (Routes, Personnel)

1. Director of Transportation & Facilities
2. Superintendent
3. School Board

### Special Education, 504 Agreement & Homelessness

1. Assistant Principal
2. Principal
3. Director of Student Services

### Student Discipline

4. Teacher
5. Assistant Principal
6. Principal
7. Assistant Superintendent
8. Superintendent

### Technical Support

1. Teacher
2. Main Office
3. Assistant Principal/Principal
4. Director of Technology

### School Safety & Security (non-emergency)

1. Assistant Principal
2. Principal (Threat Assessment Team Lead)
3. Superintendent (School Safety and Security Coordinator)
4. School Board

\* <https://www.safe2saypa.org/> **Safe2Say Something** is a youth violence prevention program run by the Pennsylvania Office of Attorney General. The program teaches youth and adults how to recognize warning signs and signals, especially within social media, from individuals who may be a threat to themselves or others and to “say something” BEFORE it is too late. With Safe2Say Something, it’s easy and confidential to report safety concerns to help prevent violence and tragedies. School principals are immediately notified of all reports.