

SHAWNEE MISSION SCHOOL DISTRICT

PARENT AND COMMUNITY COMMUNICATION FLOW CHART



Chain of Communication

AREA OF CONCERN/ QUESTION/INQUIRY	FIRST LEVEL	SECOND LEVEL	THIRD LEVEL	FOURTH LEVEL	FIFTH LEVEL	SIXTH LEVEL
504	Teacher	Assoc. Principal/Principal	Director of Student/ Family Services	Chief of Student Services/DEI	Assoc. Superintendent of Human Resources	Deputy Superintendent
Assessments	Teacher	Assoc. Principal/Principal	Director of Assessment and Research	Chief Academic Officer	Assoc. Superintendent of Leadership and Learning	Deputy Superintendent
Athletics	Coach	Athletic Director	Principal	District Athletic Director	Deputy Superintendent	Superintendent
Attendance	Teacher	School Attendance Office	School Counselor	Principal	Director of Elementary or Secondary Services	Assoc. Superintendent of Leadership and Learning
Class Size	Assoc. Principal/Principal	Director of Elementary Services or Director of Secondary Services	Assoc. Superintendent of Leadership and Learning	Deputy Superintendent	Superintendent	
Computer Concerns	Teacher	Assoc. Principal/Principal	Help Desk	Director of Customer Service	Exec. Director of ICT	Deputy Superintendent
Counseling/Social Work	Teacher	Social Worker/Counselor	Principal	Director of Student Services	Chief of Student Services/DEI	Assoc. Superintendent of Human Resources
Curriculum and Instruction	Teacher	Assoc. Principal/Principal	Assistant Director of Curriculum, Instruction and Assessment	Chief Academic Officer	Assoc. Superintendent of Leadership and Learning	Deputy Superintendent
Custodial	Assoc. Principal/Principal	Assistant Director of Facilities	Director of Facilities	Deputy Superintendent	Superintendent	
Diversity, Equity & Inclusion	Teacher	Assoc. Principal/Principal	Coordinator of Diversity, Equity & Inclusion	Director of Student/ Family Services	Chief of Student Services/DEI	Assoc. Superintendent of Human Resources
Early Childhood	Teacher	Assoc. Principal/Principal	Chief of EC/Sustainability	Assoc. Superintendent of Leadership and Learning	Deputy Superintendent	Superintendent
Facilities	Assoc. Principal/Principal	Assistant Director of Facilities	Director of Facilities	Deputy Superintendent	Superintendent	
Food Services	Assoc. Principal/Principal	Building Food Services Manager	Food Service Director/Nutritionist	Chief of Student Services/DEI	Assoc. Superintendent of Human Resources	
Grounds/Sustainability	Assoc. Principal/Principal	Assistant Director of Facilities	Chief of EC/Sustainability	Director of Facilities	Deputy Superintendent	Superintendent
Health Services	Teacher	School Nurse	Assoc. Principal/Principal	Coordinator of Health Services	Chief of Student Services/DEI	Assoc. Superintendent of Human Resources
Policy	Board Clerk	Deputy Superintendent	Superintendent	Board of Education		
School Administration Concerns	Director of Elementary Services or Director of Secondary Services	Associate Superintendent of Leadership and Learning	Assoc. Superintendent of Human Resources	Deputy Superintendent	Superintendent	
Special Education	Teacher/School Case Manager/ School Psychologist	Assoc. Principal/Principal	Assistant Director of Special Education	Director of Special Education	Assoc. Superintendent of Leadership and Learning	Deputy Superintendent
Student Discipline	Teacher	Assoc. Principal/Principal	Director of Elementary or Secondary Services	Assoc. Superintendent of Leadership and Learning	Deputy Superintendent	Superintendent
Student Records	School Secretary	Assoc. Principal/Principal	Director of Student/ Family Services	Chief of Student Services/DEI	Assoc. Superintendent of Human Resources	Deputy Superintendent
Transfers	Assoc. Principal/Principal	Director of Elementary or Secondary Services	Assoc. Superintendent of Leadership and Learning	Deputy Superintendent	Superintendent	
Transportation	Assoc. Principal/Principal	Transportation Coordinator	Chief of Student Services/DEI	Assoc. Superintendent of Human Resources	Deputy Superintendent	Superintendent