

## Ferndale Area School District Chain of Communication Matrix

| Topic of Concern                 | Level 1   | Level 2                                       | Level 3  | Level 4  | Level 5        | Level 6      |
|----------------------------------|---|---|--|--|----------------|--------------|
| Potential Child Abuse            | <a href="tel:1-800-932-0313">Childline<br/>1-800-932-0313</a>   | Emergency 911<br>(For Immediate Response)     | After Communication at Level 1 and/or Level 2, contact school administration at 814-535-1507 (Request Building Principal).<br><br>The school district will follow up with additional reporting and coordination with support systems for child(ren). |  |                |              |
| Threats of Any Nature            | Administration (During School Hours) – Please contact school directly and request to speak to either.<br><br>Safe2Say – Anonymous Tip Line: 1-844-723-2729 or Website: <a href="http://SAFE2SAY.ORG">SAFE2SAY.ORG</a> |   |  |  |                |              |
| Safety and Security Matters      | Teacher   | District School Safety & Security Coordinator | Building Principal   | Director of Education  | Superintendent | School Board |
| Disciplinary Matters             | Teacher   | Building Principal                            | Director of Special Education (Special Education Related Only)   | Director of Education  | Superintendent | School Board |
| Health/Medical Matters           | School Nurse  | Building Principal                            | Director of Special Education (Special Education Related Only)   | Director of Education  | Superintendent | School Board |
| Attendance                       | Teacher   | School Office                                 | Building Principal   | Director of Education  | Superintendent | School Board |
| Instructional Questions/Concerns | Teacher   | Building Principal                            | Director of Education  | Director of Special Education (Special Education Related Only) | Superintendent | School Board |
| School Counselor Services        | School Counselor  | Building Principal                            | Director of Education  | Director of Special Education (Special Education Related Only) | Superintendent | School Board |
| PK-12 Curriculum                 | Teacher   | Building Principal                            | Director of Education  | Director of Special Education (Special Education Related Only) | Superintendent | School Board |
| Special Education Services       | Teacher   | IEP Case Manager                              | Building Principal   | Director of Special Education                                  | Superintendent | School Board |

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|------------------------------|--------------------------------------|--|------------------------|--|----------------|--------------|
| Technology Services          | Teacher                              | Director of Technology                         | Building Principal     | Director of Education  | Superintendent | School Board |
| Transportation Services      | Building Principal                   | Business Manager                               | Mlakers (814) 479-2515 | Director of Education  | Superintendent | School Board |
| Athletics                    | Coach                                | Athletic Director (1st Level if Coach Concern) | Building Principal     | Superintendent   | School Board   |              |
| Extra-Curricular Activities  | Advisor                              | Building Principal                             | Director of Education  | Superintendent   | School Board   |              |
| Facilities                   | Facilities Staff                     | Director of Facilities                         | Business Manager       | Building Principal   | Superintendent | School Board |
| Direct Business Services     | Business Manager Office 814-535-1507 | Superintendent                                 | School Board           |  |                |              |
| District Operations/Policies | Teacher                              | Building Principal                             | Director of Education  | Director of Special Education (Special Education Related Only) | Superintendent | School Board |

*The purpose of establishing a chain of communication is to provide efficient and effective response to parent, student, and community concerns. To receive a response in a manner that is both timely and supportive of your concern(s) it is critical to communicate in progression beginning with Level 1.*

| Elementary School<br>814-535-6724               | Jr/Sr High School<br>814-288-5757                          | Facilities and Maintenance<br>814-535-1507 | PreK-12 Principal<br>School Safety<br>814-288-5757               | Administrative Offices 814-535-1507                |
|---|--|--|--|--|
| Mrs. Amy Mykut - Assistant Elementary Principal | Mr. Bernard Conway - Assistant Jr/Sr High School Principal | Mr. Damian Buksa - Director of Facilities  | Mr. Travis Robison - PreK-12 Principal School Safety Coordinator | Mr. Jeff Boyer - Superintendent                    |
| <b>Athletics 814-288-5757</b>                   | <b>Transportation 814-535-1507</b>                         |  |  | Dr. William Brotz - Director of Education          |
| Mr. Steve Clawson - AD                          | Mr. David Gates  |  |  | Mr. David Gates - Business Manager                 |
|   |  |  |  | Mrs. Sutton Barron - Director of Special Education |
|   |  |  |  | Ms. Dawn Wolfe - Director of Technology            |