

LEHIGHTON AREA SCHOOL DISTRICT: CHAIN OF COMMUNICATION MATRIX
(610) 377-4490

Topic of Concern	1 st Level	2 nd Level	3 rd Level	4 th Level	5 th Level	6 th Level
Potential Child Abuse	Childline 1-800-932-0313	Emergency 911 (For Immediate Response)	After Communication at Level 1 and/or Level 2, contact school administration at (610) 377-4490 (Request Building Principal/School Police Officer). The school district will follow up with additional reporting and coordination with support systems for child(ren).			
Threats of Any Nature	Administration/School Police Officer (During School Hours) – Please contact school directly and request to speak to either. (610) 377-4490 Safe2Say – Anonymous Tip Line: (844) 723-2729 or Website: SAFE2SAY.ORG					
Safety and Security Matters	Teacher	School Police Officer	Building Principal	Director of Operations	Assistant to the Superintendent	Superintendent
Disciplinary Matters	Teacher	Assistant Principal (Middle & High Schools)	Building Principal (All Schools)	Director of Student Services (Special Education Related Only)	Assistant to the Superintendent	Superintendent
Health/Medical Matters	School Nurse	Assistant Principal (Middle & High Schools)	Building Principal (All Schools)	Director of Student Services (Special Education Related Only)	Assistant to the Superintendent	Superintendent
Attendance	Teacher	School Office (All Schools)	Assistant Principal (Middle & High Schools)	Building Principal (All Schools)	Assistant to the Superintendent	Superintendent
Instructional Questions/Concerns	Teacher	Assistant Principal (Middle & High Schools)	Building Principal (All Schools)	Director of Student Services (Special Education Related Only)	Assistant to the Superintendent	Superintendent
School Guidance Services	School Counselor	Assistant Principal (Middle & High Schools)	Building Principal (All Schools)	Director of Student Services (Special Education Related Only)	Assistant to the Superintendent	Superintendent
PK-12 Curriculum	Teacher	Assistant Principal (Middle & High Schools)	Building Principal (All Schools)	Director of Student Services (Special Education Related Only)	Assistant to the Superintendent	Superintendent
Special Ed Services	Teacher	IEP Case Manager	Building Principal (All Schools)	Director of Student Services (Special Education Related Only)	Assistant to the Superintendent	Superintendent

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Technology Services	Teacher	Director of Instructional Technology & Curriculum Development	Building Principal (All Schools)	Assistant to the Superintendent	Superintendent	
Transportation Services	Building Principal (All Schools)	George's Transportation (610) 377-5511	Assistant to the Superintendent	Superintendent		
Athletics	Coach	Athletic Director (1 st Level re: Coach Concerns)	Building Principal (All Schools)	Assistant to the Superintendent	Superintendent	
Extra-Curricular Activities	Advisor	Building Principal (All Schools)	Assistant to the Superintendent	Superintendent		
Facilities – Internal	Building Custodial Staff (When On-Site)	Building Principal (When On-Site)	Director of Operations	Assistant to the Superintendent	Superintendent	
Facilities - Athletic/External	Grounds Maintenance Staff (When On-Site)	Building Principal (When On-Site)	Athletic Director (Athletic Related Items Only)	Director of Operations	Assistant to the Superintendent	Superintendent
District Business Services	Business Administrator	Assistant to the Superintendent	Superintendent			
District Operations/Policies	Teacher	Assistant Principal (Middle & High Schools)	Building Principal (All Schools)	Director of Student Services (Special Education Related Only)	Assistant to the Superintendent	Superintendent

The purpose of establishing a chain of communication is to provide an 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 the 1st Level.

Elementary Principals	Mr. Aaron Sebelin <i>Elementary Principal of Grades Pre K-2</i>	Dr. Mark McGalla <i>Elementary Principal of Grades 3-5</i>
Middle School Principals	Mr. Stephen Ebbert <i>Middle School Principal</i>	Mrs. Tiffany Strausberger <i>Middle School Assistant Principal</i>
High School Principals	Mrs. Suzanne Howland <i>High School Principal</i>	Mr. Floyd Brown <i>High School Assistant Principal</i>
Athletics	Mr. Kyle Spotts <i>Director of Athletics</i>	
Operations	Mr. Justin Smith <i>Director of Operations</i>	
Technology	Mrs. Gretchen Laviolette <i>Director of Instructional Technology & Curriculum Development</i>	
Administrative Offices	Dr. Christina Fish <i>Superintendent</i>	Mrs. Mary Figura <i>Assistant to the Superintendent</i>
Business Office	<i>Business Administrator</i>	
Special Education	Mrs. Sandra Michalik <i>Director of Student Services</i>	