

STEELTON-HIGHSPIRE SCHOOL DISTRICT: CHAIN OF COMMUNICATION MATRIX
(717) 704-3800

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)	<p><i>After Communication at Level 1 and/or Level 2, contact school administration at 717-704-3800 (Request Building Principal/School Resource Officer).</i></p> <p><i>The school district will follow up with additional reporting and coordination with support systems for child(ren).</i></p>			
Threats of Any Nature	<p>Administration/School Resource Officer (During School Hours) – Please contact school directly and request to speak to either. 717-704-3800</p> <p>Safe2Say – Anonymous Tip Line: 1-844-723-2729 or Website: SAFE2SAY.ORG</p>					
Safety and Security Matters	Teacher	School Resource Officer	District School Safety & Security Coordinator/Director of Student Services	Building Principal	Assistant Superintendent	Superintendent
Disciplinary Matters	Teacher	Assistant Principal/ Dean of Students (All Schools)	Building Principal (All Schools)	Director of Special Education (Special Education Related Only)	Assistant Superintendent	Superintendent
Health/Medical Matters	School Nurse	Assistant Principal/ Dean of Students (All Schools)	Building Principal (All Schools)	Director of Student Services (717) 704-3800 ext. 3807	Assistant Superintendent	Superintendent
Attendance	Teacher	School Office (All Schools)	Assistant Principal/ Dean of Students (All Schools)	Building Principal (All Schools)	Director of Student Services (717) 704-3800 ext. 3807	Assistant Superintendent
Instructional Questions/Concerns	Teacher	Assistant Principal/ Dean of Students (All Schools)	Building Principal (All Schools)	Director of Special Education (Special Education Related Only)	Assistant Superintendent	Superintendent
School Guidance Services	School Counselor	Assistant Principal/ Dean of Students (All Schools)	Building Principal (All Schools)	Director of Student Services (717) 704-3800 ext. 3807	Assistant Superintendent	Superintendent
PK-12 Curriculum	Teacher	Assistant Principal/ Dean of Students (All Schools)	Building Principal (All Schools)	Director of Special Education (Special Education Related Only)	Assistant Superintendent	Superintendent

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Special Education Services	Teacher	IEP Case Manager	Building Principal (All Schools)	Director of Special Education (Special Education Related Only)	Assistant Superintendent	Superintendent
Technology Services	Teacher	Technology Department computerhelp@shsd.k12.pa.us	Building Principal (All Schools)	Assistant Superintendent	Superintendent	
Transportation Services	Building Principal (All Schools)	Transportation Coordinator /Director of Student Services	Business Manager	Assistant Superintendent	Superintendent	
Athletics	Coach	Athletic Director (1 st Level re: Coach Concerns)	Building Principal (All Schools)	Assistant Superintendent	Superintendent	
Extra-Curricular Activities	Advisor	Building Principal (All Schools)	Assistant Superintendent	Superintendent		
Facilities – Internal	Building Maintenance Staff (When On-Site)	Supervisor of Buildings and Grounds	Business Manager	Assistant Superintendent	Superintendent	
Facilities - Athletic/External	Facilities Staff (When On-Site)	Supervisor of Buildings and Grounds	Athletic Director (Athletic Related Items Only)	Business Manager	Assistant Superintendent	Superintendent
District Business Services	Business Manager	Assistant Superintendent	Superintendent			
District Operations/Policies	Teacher	Assistant Principal/ Dean of Students (All Schools)	Building Principal (All Schools)	Director of Special Education (Special Education Related Only)	Assistant 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 School	Jr./Sr. High School	Facilities & Maintenance	Business Office	Administrative Offices
Megan Armstead Elementary School Principal	Eleni Cordero Jr./Sr. High School Principal	Dan Lehigh Supervisor of Buildings and Grounds	Mark “JJ” Carnes Business Manager	Mick Iskric, Jr. Superintendent
Elayne Thomas Elementary Assistant Principal	Tarah Gross Jr./Sr. High School Assistant Principal	Student Services (Transportation, Attendance, School Safety)	Jo Ann Kimmick District Accountant	Willie Slade Assistant Superintendent

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JD McFall Elementary Dean of Students	Patrick Bircher Jr./Sr. High School Dean of Students	Samantha Neidlinger Director of Student Services	Athletics Andrew Erby Director of Athletics	Keri Poston Director of Special Education
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