

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	Childline 1-800-932-0313	Emergency 911 (For Immediate Response)	After Communication at Level 1 and/or Level 2, contact school administration at 814-535-1507 (Request Building Principal). 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. Safe2Say – Anonymous Tip Line: 1-844-723-2729 or Website: SAFE2SAY.ORG					
Safety and Security Matters	Teacher	District School Safety & Security Coordinator	Building Principal	Assistant Superintendent/JSHS Principal	Superintendent	School Board
Disciplinary Matters	Teacher	Building Assistant Principal/Principal	Director of Special Education (Special Education Related Only)	Assistant Superintendent/JSHS Principal	Superintendent	School Board
Health/Medical Matters	School Nurse	Building Principal	Director of Special Education (Special Education Related Only)	Assistant Superintendent/JSHS Principal	Superintendent	School Board
Attendance	Teacher	School Office	Assistant Superintendent/JSHS Principal		Superintendent	School Board
Instructional Questions/Concerns	Teacher	Assistant Superintendent/JSHS Principal		Director of Special Education (Special Education Related Only)	Superintendent	School Board
School Counselor Services	School Counselor	Assistant Superintendent/JSHS Principal		Director of Special Education (Special Education Related Only)	Superintendent	School Board
PK-12 Curriculum	Teacher	Assistant Superintendent/JSHS Principal		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
Technology Services	Teacher	Director of Technology	Assistant Superintendent/JSHS Principal		Superintendent	School Board

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Transportation Services	Building Principal	Business Manager	Mlakers (814) 479-2515	Assistant Superintendent/JSHS Principal	Superintendent	School Board
Athletics	Coach	Athletic Director (1st Level if Coach Concern)	Building Principal	Superintendent	School Board	
Extra-Curricular Activities	Advisor	Assistant Superintendent/JSHS Principal		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	Assistant Superintendent/JSHS Principal		Director of Special Education (Special Education Related Only)	Superintendent	School Board
<i>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.</i>						
Elementary School 814-535-6724	Jr/Sr High School 814-288-5757	Facilities and Maintenance 814-535-1507	Assistant Superintendent/JS HS Principal/School Safety 814-288-5757	Administrative Offices 814-535-1507		
Mrs. Amy Mykut - Elementary Principal	Mr. Bernard Conway - Assistant Jr/Sr High School Principal	Mr. Damian Buksa - Director of Facilities	Dr. William Brotz - Assistant Superintendent/JSHS Principal and School Safety Coordinator	Mr. Jeff Boyer - Superintendent		
Athletics 814-288-5757	Transportation 814-535-1507			Dr. William Brotz - Assistant Superintendent/JSHS Principa		
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		