

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

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

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

<b>Elementary Principals</b>	Mr. Aaron Sebelin <i>Elementary Principal of Grades Pre K-2</i>	Dr. Mark McGalla <i>Elementary Principal of Grades 3-5</i>	Mrs. Tricia Foster <i>Principal of Academic Intervention &amp; Achievement</i>
<b>Middle School Principals</b>	Mr. Stephen Ebbert <i>Middle School Principal</i>	Mrs. Tiffany Strausberger <i>Middle School Assistant Principal</i>	
<b>High School Principals</b>	Mrs. Suzanne Howland <i>High School Principal</i>	Mr. Floyd Brown <i>High School Assistant Principal</i>	
<b>Athletics</b>	Mr. Kyle Spotts <i>Director of Athletics</i>		
<b>Operations</b>	Mr. Justin Smith <i>Director of Operations</i>		
<b>Technology</b>	Mrs. Gretchen Laviolette <i>Director of Academic Programs &amp; Technology</i>		
<b>Administrative Offices</b>	Mr. Jason Moser <i>Superintendent</i>	Mrs. Gretchen Laviolette <i>Director of Academic Programs &amp; Technology</i>	
<b>Business Office</b>	<i>Business Administrator</i>		
<b>Special Education</b>	Mrs. Sandra Michalik <i>Director of Student Services</i>		

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 1<sup>st</sup> Level.

