

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- Within School	Administration/School Resource Officer (During School Hours) – Please contact school directly and request to speak to either. 717-704-3800 Safe2Say – Anonymous Tip Line: 1-844-723-2729 or Website: SAFE2SAY.ORG					
Threats of Any Nature- Outside of School	Contact Law Enforcement Immediately *Make Building Administrators Aware for Information Purposes Only					
Safety and Security Matters	Secretary	Teacher	Counselors	Administration	School Resource Officers (SRO)	Superintendent
Disciplinary Matters	Teacher	Dean of Students	Assistant Principal	Principal	Director of Special Education (Special Education Related Only)	Superintendent
Health/Medical Matters	School Nurse	Assistant Principal	Principal	Director of Student Services (717) 704-3800 ext. 3807	Director of Special Education (Special Education Related Only)	Superintendent
Attendance	Teacher	Attendance Secretary	Assistant Principal	Principal	Director of Student Services (717) 704-3800 ext. 3807	Superintendent
Instructional & Curriculum Questions/Concerns	Teacher	Assistant Principal	Principal	Director of Special Education (Special Education Related Only)	Superintendent	Superintendent
School Guidance Services	Secretaries	Counselors	Assistant Principal	Principal	Director of Student Services (717) 704-3800 ext. 3807	Superintendent

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Special Education Services	IEP Case Manager	Teacher	Director of Special Education (Special Education Related Only)	Assistant Principal	Principal	Superintendent
Technology Services	Teacher	Technology Department computerhelp@shsd.k12.pa.us	Assistant Principal	Principal	Superintendent	
Transportation Services	Secretaries	Transportation Coordinator	Assistant Principal	Principal	Superintendent	
Athletics	Coach	Athletic Director (1 st Level re: Coach Concerns)	Assistant Principal	Principal	Superintendent	
Extra-Curricular Activities	Advisor	Assistant Principal	Principal	Superintendent		
Facilities – Internal	Building Maintenance Staff (When On-Site)	Supervisor of Buildings and Grounds	Business Manager	Superintendent		
Facilities - Athletic/External	Facilities Staff (When On-Site)	Supervisor of Buildings and Grounds	Athletic Director (Athletic Related Items Only)	Business Manager	Superintendent	
District Business Services	Business Manager	Superintendent				
District Operations/Policies	Secretary	Teacher	Assistant Principal	Principal	Director of Student Services (717) 704-3800 ext. 3807	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	Steve Shuleski Jr./Sr. High School Principal	Dan Lehigh Supervisor of Buildings and Grounds	Business Manager	Willie Slade Interim Superintendent
Elayne Thomas Elementary Assistant Principal	Neal Thomas Jr./Sr. High School Assistant Principal	Student Services (Transportation, Attendance, School Safety)	District Accountant	

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JD McFall Elementary Dean of Students	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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