

# Glen Cove City School District Communication Flow Chart

Area of Concern	First Contact	Second Contact	Third Contact	Fourth Contact	Fifth Contact
Academics, Curriculum, Grading, Instruction	Teacher	Department Coordinator	Principal	Assistant Superintendent for Curriculum, Instruction, & Technology	Superintendent
Athletics	Coach or Advisor	Athletic Director	Principal	Superintendent	
Attendance	Teacher	School Nurse	School Main Office	Principal	Superintendent
Behavior and Discipline	Teacher	Principal	Assistant Superintendent for Curriculum, Instruction, & Technology	Superintendent	
Board/District Policies, Voting	District Clerk	Superintendent	Board of Education		
Budget, School Taxes	Assistant Superintendent for Business & Operations	Superintendent	Board of Education		
Counseling and Social Work	Counselor, Social Worker, or Psychologist	Assistant Principal	Principal	Superintendent	
Dignity for All Students Act (DASA)	Building DASA Coordinator (Principal or AP)	Assistant Superintendent for Curriculum, Instruction, & Technology	Superintendent	Board of Education	
Facilities and Grounds Use	Director of Facilities	Assistant Superintendent for Business & Operations	Superintendent	Board of Education	
Food Services	Food Services Director	Assistant Superintendent for Business & Operations	Superintendent		
Health Services	Teacher	School Nurse	Principal	Assistant Superintendent for Human Resources	Superintendent
Maintenance, Custodial	Principal	Director of Facilities	Assistant Superintendent for Business & Operations	Superintendent	
Registering or Withdrawing a Student	District Registrar				
Special Education	Special Education Teacher	Assistant Director of Special Education	Director of Special Education	Assistant Superintendent for Curriculum, Instruction, & Technology	Superintendent
Technology	Teacher	Coordinator of Technology	Principal	Assistant Superintendent for Curriculum, Instruction, & Technology	Superintendent
Transportation	Transportation Supervisor	Assistant Superintendent for Business & Operations	Superintendent	Board of Education	