

## **COMMUNICATION PROCESS**

### **ALLENDALE PUBLIC SCHOOLS**

At Allendale Public Schools, we strive to insure that the needs of students, staff, parents, and community members are met in a timely and satisfactory manner. A key component of this process is strong communications. If issues or concerns are raised, we want to assure those involved that their problem will be addressed.

In order to provide excellent communication, we encourage those who might have a concern or question to directly communicate with the person or persons involved. If the resulting conversation does not end in a satisfactory resolution, the person with the question or problem should move through the following chain of communication:

**Support Staff Member or Classroom Teacher**

**To Principal or Department Administrator**

**To Superintendent**

**To Board of Education**

If a person wishes to bypass the person most directly involved or an administrator, he or she will be referred back to the building or department administrator to conduct a meeting with all interested parties. A record of the problem, discussion, and resolution will be kept by the administrator and, if necessary, sent in letter form to the parties involved to insure that what was agreed to was communicated clearly and will be acted upon in the future.