

# Potter-Dix Schools Chain of Command

## Communication Flow Chart

Board of Education



Superintendent



Principal



Teacher



Student

The flow chart represents the preferred chain of command one should follow when trying to solve any problem that may arise during a school year. Learning to deal with conflict is a life-long skill for all students. Therefore it is important that the student talk with their teacher regarding any issue. If the student is not satisfied after this conversation, the next step will be for the student, parent, and teacher to meet. Again if satisfaction is not reached at that level, move up the chain to the next person. Continue up the chain as you see fit.

Keep in mind that if you jump steps, you will possibly find the people you talk to may not be informed of the situation. This could lead to decisions made that are not totally fact based and not beneficial to our school.

Please keep in mind that our teachers are very willing to converse with you about any problems that you may have. We ask that you pick an appropriate time to do so. Please schedule a time when meeting with any member of the school staff to allow adequate time and a proper environment for the discussion to take place. By doing so the situation can be discussed with full attention.