

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	<p>Administration/School Resource Officer (During School Hours) – Please contact school directly and request to speak to either. 717-704-3800</p> <p>Safe2Say – Anonymous Tip Line: 1-844-723-2729 or Website: SAFE2SAY.ORG</p>					
Safety and Security Matters	Teacher	School Resource Officer	District School Safety & Security Coordinator/Director of Pupil Services	Building Principal	Assistant to the Superintendent	Superintendent
Disciplinary Matters	Teacher	Assistant Principal/ Dean of Students (All Schools)	Building Principal (All Schools)	Director of Special Education (Special Education Related Only)	Assistant to the Superintendent	Superintendent
Health/Medical Matters	School Nurse	Assistant Principal/ Dean of Students (All Schools)	Building Principal (All Schools)	Director of Special Education (Special Education Related Only)	Assistant to the Superintendent	Superintendent
Attendance	Teacher	School Office (All Schools)	Assistant Principal/ Dean of Students (All Schools)	Building Principal (All Schools)	Director of Pupil Services (717) 704-3800 ext. 3807	Assistant to the Superintendent
Instructional Questions/Concerns	Teacher	Assistant Principal/ Dean of Students (All Schools)	Building Principal (All Schools)	Director of Special Education (Special Education Related Only)	Assistant to the Superintendent	Superintendent
School Guidance Services	School Counselor	Assistant Principal/ Dean of Students (All Schools)	Building Principal (All Schools)	Director of Special Education (Special Education Related Only)	Assistant to the Superintendent	Superintendent
PK-12 Curriculum	Teacher	Assistant Principal/ Dean of Students (All Schools)	Building Principal (All Schools)	Director of Special Education (Special Education Related Only)	Assistant to the Superintendent	Superintendent
Special Education Services	Teacher	IEP Case Manager	Building Principal (All Schools)	Director of Special Education (Special Education Related Only)	Assistant to the Superintendent	Superintendent

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Technology Services	Teacher	Technology Department computerhelp@shsd.k12.pa.us	Building Principal (All Schools)	Assistant to the Superintendent	Superintendent	
Transportation Services	Building Principal (All Schools)	Transportation Coordinator /Director of Pupil Services	Assistant to the Superintendent	Superintendent		
Athletics	Coach	Athletic Director (1 st Level re: Coach Concerns)	Building Principal (All Schools)	Assistant to the Superintendent	Superintendent	
Extra-Curricular Activities	Advisor	Building Principal (All Schools)	Assistant to the Superintendent	Superintendent		
Facilities – Internal	Building Maintenance Staff (When On-Site)	Supervisor of Buildings and Grounds	Business Manager	Assistant to the Superintendent	Superintendent	
Facilities - Athletic/External	Facilities Staff (When On-Site)	Supervisor of Buildings and Grounds	Athletic Director (Athletic Related Items Only)	Business Manager	Assistant to the Superintendent	Superintendent
District Business Services	Business Manager	Assistant to the Superintendent	Superintendent			
District Operations/Policies	Teacher	Assistant Principal/ Dean of Students (All Schools)	Building Principal (All Schools)	Director of Special Education (Special Education Related Only)	Assistant to the Superintendent	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	Eleni Cordero Jr./Sr. High School Principal	Dan Lehigh Supervisor of Buildings and Grounds	Mark “JJ” Carnes Business Manager	Mick Iskric, Jr. Superintendent
Samantha Neidlinger Elementary Assistant Principal	Tarah Gross Jr./Sr. High School Assistant Principal	Pupil Services (Transportation, Attendance, School Safety)	Ivy Lynn Grunert Assistant Business Manager	Willie Slade Assistant to the Superintendent
JD McFall Elementary Dean of Students	Patrick Bircher Jr./Sr. High School Dean of Students	Terry Martin Director of Pupil Services	Athletics	Keri Poston Director of Special Education