

## **2018-2019 Leonia Public Schools Chain of Command**

*This document is designed to offer you the most effective path to resolving any issue you may encounter with your child's educational experience. Please follow these important steps in our staff hierarchy to ensure your concern is handled in an efficient manner.*

### **On matters involving instruction at your child's school:**

1. Classroom Teacher
2. School Counselor and/or Case Manager if your child has an IEP
3. Instructional Supervisor
4. V.P./Principal.
5. Director of Instruction and Curriculum
6. Superintendent

### **On matters involving student discipline and/or HIB at your child's school:**

1. Classroom Teacher
2. Case Manager if your child has an IEP
3. Vice Principal
4. Principal
5. Superintendent

### **On matters involving student social, emotional, behavioral concerns:**

- 1a. At ACS, the classroom teacher
- 1b. At LMS & LHS, the School Counselor or Case Manager if your child has an IEP
2. V.P./Principal
3. Director of Student Services
4. Superintendent

### **On matters involving IEP and Special Education services:**

1. Case Manager
2. VP/Principal
3. Director of Special Services
4. Superintendent

### **On matters involving facilities, transportation, or buildings & grounds:**

1. V.P./Principal
2. Supervisor of Buildings and Grounds
3. Superintendent

### **On matters involving school security:**

1. V.P./Principal
2. Superintendent

### **On matters involving athletics or extracurricular activities:**

1. Coach/Advisor
- 2a. Athletic Director for athletics issues
- 2b. Club advisor for activities
3. V.P./Principal
4. Superintendent

### **On matters involving Parent Portal access:**

1. District Technology Integration & Communications Coordinator at: [abbass@leoniaschools.org](mailto:abbass@leoniaschools.org)