 **CHAIN OF COMMAND**

When You Have a Question or Concern

The Brownsville Area School District Chain of Command

The Brownsville Area School District takes pride in its communication efforts with all stakeholders of the District. To ensure that your concerns or issues are heard by the appropriate individuals who can provide you with a speedy response, the Board of School Directors asks that you follow the District’s Chain of Command outlined below. Our goal is to address concerns and issues quickly and efficiently through the individual(s) directly involved. Any complaints should also follow the Chain of Command listed below. Anonymous complaints will not be entertained. This Chain of Command will ensure a structured communications opportunity for all stakeholders and will allow the District to respond to all inquired in a timely manner.

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| Administration Office  724-785-2021 | Superintendent  Assistant to the Superintendent  Business Manager  Director of Secondary Education  Food Service Manager  Technology Director  Maintenance Director  School Resource Officer  School Board |
| Brownsville Area High School  724-785-8200 | Principal  Athletic Director  School Counselor  Teachers |
| Brownsville Area Middle School  724-785-2155 | Principal. School Counselor, Teachers |
| Brownsville Area Elementary School  724-785-9600 | Principal, School Counselor, Teacher |

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| **Area of Concern** | **First**  **Level** | **Second**  **Level** | **Third**  **Level** | **Fourth**  **Level** | **Fifth**  **Level** | **Sixth Level** |
| Academic Curriculum | Teacher | Guidance Counselor | Principal | Asst. to Super. | Superintendent | Board |
| Athletics | Coach | Athletic Director | Principal | Asst. to Super. | Superintendent | Board |
| Athletic Facilities | Athletic Director | Principal | Superintendent | Board |  |  |
| Athletic Injuries | Coach | Athletic Trainer | Athletic Director | Principal | Superintendent | Board |
| Attendance | Attendance Clerk | Principal | Dir. Secondary Ed. | Asst. to Super. | Superintendent | Board |
| Building Cleanliness | Principal | Maintenance Director | Asst. to Super. | Superintendent | Board |  |
| Business Office | Business Manager | Asst. to Super. | Superintendent | Board |  |  |
| Cafeteria | Food Service Manager | Principal | Business Manager | Asst. to Super. | Superintendent | Board |
| Computer Hardware Software Problems | Teacher | Technology Director | Principal | Asst. to Super. | Superintendent | Board |
| Discipline | Teacher | Counselor | Principal | Asst. to Super. | Superintendent | Board |
| Facilities | Principal | Maintenance Director | Business Manager | Asst. to Super. | Superintendent | Board |
| Guidance | School Counselor | Principal | Dir. Secondary Ed. | Asst. to Super. | Superintendent | Board |
| Instruction | Teacher | Principal | Dir. Secondary Ed. | Asst. to Super. | Superintendent | Board |
| Special Education | Teacher | Principal | Dir. Secondary Ed. | Asst. to Super. | Superintendent | Board |
| Cyber Education | Principal | Dir. Secondary Ed. | Asst. to Super. | Superintendent | Board |  |
| Alternative Ed. | Principal | Dir. Secondary Ed. | Asst. to Super. | Superintendent | Board |  |
| Classroom Concern | Teacher | Counselor | Principal | Dir. Secondary Ed. | Superintendent | Board |
| Taxes | Business Manager | Asst. to Super. | Superintendent | Board. |  |  |
| Transportation | Business Manager | Principal | Asst. to Super. | Superintendent | Board |  |