



WASD Communication Flowchart – Chain of Command

The WASD Board of Directors recognize there are times when a parent, resident, taxpayer, or employee may have a question, concern, complaint, suggestion, or request and is uncertain as to the procedure to follow to contact the school district. Many parental questions are easily and completely answered by communicating directly with the educator or coach in charge of the class or program.

Communication is key in solving any problem. Listed below is a flowchart/chain of command to use when seeking assistance to a question/concern. Each situation should be addressed at whatever level the initial action was taken with appeals moving on to the next level on the chain of command.

To ensure the most effective resolution to your concern and/or question, please follow this flow chart. The WASD Board of Directors create and improve policy, it is the responsibility of the administration and the professional staff to execute those policies.

Employee, Parent/Guardian & Community Communication Process Flowchart - Chain of Command 717-762-1191

*** Extensions are listed below for WASD Schools and District Offices.

School Offices: WASHS x1200, WAMS x1300, Fairview x1400, Hooverville x1500, Mowrey x1600 and Summitview x1800

Area of Concern	First Level	Second Level	Third Level	Fourth Level	Fifth Level	Sixth Level	Seventh Level
Athletics	Coach	Athletic Director Ext. 1221	Principal	Assistant Superintendent Ext. 1104	Superintendent Ext. 1102	WASD Board of Directors	
Athletic Facilities	Athletic Director Ext. 1221	Principal	Business Administrator Ext. 1131	Assistant Superintendent Ext. 1104	Superintendent Ext. 1102	WASD Board of Directors	
Athletic Injuries	Coach	Athletic Trainer	School Nurse	Athletic Director/ Principal Ext. 1221	Assistant Superintendent Ext. 1104	Superintendent Ext. 1102	WASD Board of Directors
Attendance	Attendance Secretary	Assistant Principal	Principal	Director of Student Services Ext. 1127	Assistant Superintendent Ext. 1104	Superintendent Ext. 1102	WASD Board of Directors
Bus Concern/ Discipline	Bus Driver	Assistant Principal	Principal	WASD Transportation Ext. 1264	Business Administrator Ext. 1131	Assistant Superintendent Ext. 1104	Superintendent Ext. 1102
Business Office	Assistant Business Administrator Ext. 1132	Business Administrator Ext. 1131	Assistant Superintendent Ext. 1104	Superintendent Ext. 1102	WASD Board of Directors		
Career Tech	Teacher	FCCCT	WASHS Principal Ext. 1201	Assistant Superintendent Ext. 1104	Superintendent Ext. 1102		
Counseling	School Counselor	Principal	Director of Student Services Ext. 1127	Assistant Superintendent Ext. 1104	Superintendent Ext. 1102	WASD Board of Directors	
Curriculum /Academic	Teacher	Principal	Assistant Superintendent Ext. 1104	Superintendent Ext. 1102	WASD Board of Directors		
Discipline	Teacher	Assistant Principal	Principal	Assistant Superintendent Ext. 1104	Superintendent Ext. 1102	WASD Board of Directors	
Facilities	Building Maintenance	Maintenance Supervisor Ext. 1263	Principal	Business Administrator Ext. 1131	Assistant Superintendent Ext. 1104	Superintendent Ext. 1102	WASD Board of Directors
Food Service	Teacher	Principal	Director of Food Service Ext. 1171	Business Administrator Ext. 1131	Assistant Superintendent Ext. 1104	Superintendent Ext. 1102	WASD Board of Directors
Instruction	Teacher	Principal	Assistant Superintendent Ext. 1104	Superintendent Ext. 1102	WASD Board of Directors		
Special Education	Teacher	Principal	Supervisor of Special Education Ext. 1124	Director of Special Education Ext. 1126	Assistant Superintendent Ext. 1104	Superintendent Ext. 1102	WASD Board of Directors
Student Concern	Teacher	Assistant Principal	Principal	Assistant Superintendent Ext. 1104	Superintendent Ext. 1102	WASD Board of Directors	
Technology	Teacher	Principal	Director of Technology Ext. 1180	Assistant Superintendent Ext. 1104	Superintendent Ext. 1102	WASD Board of Directors	