

# PHONE CALL PROTOCOL

<b>Parent Phone Call</b>				
↓	↓	↓	↓	↓
<b>Schedule Change</b>	<b>Grade</b>	<b>Teacher Issue</b>	<b>Violation of Law</b>	<b>Extra Curricular</b>
Guidance Counselor	Teacher	Teacher	Administrator	Advisor
Supervisor	Guidance Counselor	Supervisor	Assistant Principal	Assistaant principal
Principal	Supervisor	Assistant Principal	Principal	Principal
	Principal	Principal		

The chart illustrates the flow of phone calls into the district in terms of initial and ultimate responsibility. The first person on the list will resolve the problem. That person may involve others as indicated in the chart, however, the responsibility for follow-up and resolution rests with the first person on the list.