Appendix B

Flow Chart for Focused and Effective Communication - Internal SPS Employees

1

STAFF MEMBER

Identify the issue and then speak to the staff member directly involved. Most concerns can be resolved with honest and focused communication.

Focused and Effective Communication

Sturgeon Public Schools believes that the quickest and most effective way to resolve a concern is to address it at the most direct level. VICE PRINCIPAL/SUPERVISOR

If the concern cannot be resolved, let the staff member know that you are asking the Vice Principal/Supervisor for guidance.

3

PRINCIPAL/ASSOCIATE

If working with the Vice Principal/Supervisor does not address the concern, let the staff member know that you are meeting with the Principal/Associate.

4

ASSOCIATE SUPERINTENDENT HUMAN RESOURCES

If the concern cannot be addressed at the Principal/ Associate level, let the staff member know you are contacting the Associate Superintendent Human Resources.



SUPERINTENDENT

If, after following steps one through four, the concern has not been addressed or resolved, contact the Superintendent.