# **Appendix A**

## Flow Chart for Focused and Effective Communication - External Stakeholders

1

#### **TEACHER**

First, talk to your child's teacher or a counsellor at the school for assistance. Most concerns are resolved at the classroom level.

Focused and Effective
Communication

Sturgeon Public Schools believes that the quickest and most effective way to resolve a concern regarding your child is to address it at the most direct level. 2

## **VICE PRINCIPAL**

If the concern is not resolved at the classroom level, please visit with your child's vice principal.

(3)

## PRINCIPAL

If working with the Vice Principal does not adequately address the concern, please meet with the school principal.

4

## DEPUTY SUPERINTENDENT, EDUCATION SERVICES

If the concern persists, please call Central Office and speak with the Deputy Superintendent in Education Services.



5

#### SUPERINTENDENT

If, after following steps one through four, the concern has not been addressed to your satisfaction, contact the Superintendent's Office.