

Clinton Community Schools

Office of the Superintendent

Chain of Command/How to Effectively Communicate with School Officials

Many parent and community questions are easily and completely answered by communicating directly with the educator in charge of the class or program. Each situation should first be addressed at whatever level the initial action was taken with appeals moving on to the next level in the chain of command. The quickest way to communicate is via e-mail:

- 1. On Matters Involving Athletics**
 - a. Coach
 - b. Athletic Director, casey.randolph@clinton.k12.mi.us
 - c. Superintendent, jim.cracraft@clinton.k12.mi.us
 - d. Board of Education
- 2. On Matters Involving Student Discipline**
 - a. Classroom Teacher
 - b. Principal*
 - c. Superintendent, jim.cracraft@clinton.k12.mi.us
 - d. Board of Education
- 3. On Matters Involving Facilities/Grounds/Buildings**
 - a. Principal*
 - b. Supervisor of Facilities, rudya.jaimes@clinton.k12.mi.us
 - c. Superintendent, jim.cracraft@clinton.k12.mi.us
 - d. Board of Education
- 4. On Matters Involving Transportation**
 - a. Bus Driver
 - b. Transportation Director, dennis.venia@clinton.k12.mi.us
 - c. Superintendent, jim.cracraft@clinton.k12.mi.us
 - d. Board of Education

Elementary Principal – mary.fisher@clinton.k12.mi.us

Middle School Principal – eric.claus@clinton.k12.mi.us

High School Principal – kevin.beazley@clinton.k12.mi.us

Individuals often mistakenly believe they should go directly to the Board of Education with complaints. It is the Board's responsibility to see to it that all complainants follow the same chain of command process. Board members should not intervene at the initial levels of recourse.

The key to a successful chain of command is consistency in following the policy – the Board cannot hear one parent's complaint, and refer another to the appropriate chain of command.