

# Chain of Communication

This chain of communication protocol helps promote direct and respectful communication so that concerns can be addressed quickly and efficiently. The communication protocol starts with the staff member closest to the situation, as that person will usually have the most information. If that faculty member is unable to address the concern, then the parent/guardian may direct their concern to the next level. SCPA faculty and staff appreciate the interest of parents and guardians in their student's school experience and the desire to find out more information on a particular topic. Appropriate communication channels for a variety of topics are listed below.

**Artistic Department: Auditions, Student Shadow Days, Artistic Absences, Artistic Fee Waivers, Change of Major**

Step 1: Brenda Bushong 513-363-8042; if not resolved...  
Step 2: Maggie Perrino, Artistic Director, 513-363-8037

**Athletics/Co-Curricular Programs**

Step 1: Coach/Club Sponsor; if not resolved...  
Step 2: Dante Johnson, Athletic Director, 513-363-8049; if not resolved...  
Step 3: Grade Level Assistant Principal  
Jesse Draud, K-4th 513-363-8190  
Ashley M. Fraise, 9th-12th, 513-363-8090  
Genna Lehman, 5th-8th, 513-363-8091

**Box Office (Purchasing Tickets, Performance Dates)**

Step 1: Denise Beauchamp, 513-363-8015

**Classroom Concerns (Classroom procedure, behavior, grades, curriculum and instruction)**

Step 1: Classroom Teacher; if not resolved...  
Step 2: Grade Level Assistant Principal; if not resolved...  
Step 3: Michael D. Owens, Principal

**Elevator Passes, Volunteering**

Step 1: Kelly Childs, Lead Senior Support, 513-363-8001

**Food Services (Free and Reduced Lunch Application)**

Step 1: Christina Abernathy, Cafeteria Manager, 513-363-8044

**Medical Concerns**

Step 1: School Nurse, 513-363-8021, if not resolved...  
Step 2: Michael D. Owens, Principal

**Mental Health Concerns (K-6th), Truancy, Student Wellbeing**

Step 1: Jasmine Wright, School Social Worker, 513-363-8198, if not resolved...  
Step 2: Grade Level Assistant Principal

**Registration, Enrollment, Student Records, Legal Documents, Transcripts, Work Permits**

Step 1: Stephanie Furlow, Registrar, 513-363-8158; if not resolved...  
Step 2: Kelly Childs, Lead Senior Support, 513-363-8001; if not resolved...  
Step 3: Grade Level Assistant Principal

**School Counseling: Schedules 7th-12th, Graduation, AP/ CCP Courses, Mental Health Concerns (7th-12th)**

Step 1: Grade Level Counselor  
Julie Biolchini 7th-8th,  
Megan Geary 9th-12th A-L,  
RaShaan Williams 9th-12th M-Z; if not resolved...  
Step 2: Grade Level Assistant Principal

**Special Education (IEP/504)**

Step 1: Classroom Teacher; if not resolved...  
Step 2: IEP Services- Sheila Booker, 513-363-8103,  
504 Services- K-5th Lynne Stover-Jobe 513-363-8157  
6th-8th Stephen Plachecki 513-363-8167  
9th-12th Christina Martich 513-363-8184; if not resolved...  
Step 3: Grade Level Assistant Principal

**Fees: Student, Graduation, AP, Lost Textbooks/ laptops**

Step 1: Rhonda Furr, Treasurer, 513-363-8041

**Technology Assistance**

Step 1: Classroom Teacher; if not resolved...  
Step 2: SCPA Tech Support Coordinators  
Brad Gerard (7th-12th) , 513-363-8022  
Stacy Kloth (K-6th), 513-363-8011; if not resolved...  
Step 3: Mark Hesford, SCPA Tech Support Manager, 513-363-8000

**Transportation, Incident Reports, Report Cards,**

Step 1: Zhayna Steele, Senior Support Specialist, 513-363-8002; if not resolved...  
Step 2: Kelly Childs, Lead Senior Support, 513-363-8001; if not resolved...  
Step 3: Grade Level Assistant Principal