

Chain of Command

How to Effectively Communicate with School Personnel

Most parental questions regarding your child’s experience at Bath Community Schools can be answered by directly contacting the educator or personnel in charge of the classroom/program/team. If a resolution is not reached, then you may appeal to the next level on the Chain of Command. The following outline provides some examples of types of issues that may arise, but is not an all-inclusive list. After reviewing the chart below, and if you are still not sure who to contact, please speak with one of our administrative assistants at your child’s school.

<p>Student Instruction: <i>[Examples: Student Work or Curriculum, Student Grades, etc.]</i></p>	<p>FIRST LEVEL: CLASSROOM TEACHER SECOND LEVEL: BUILDING PRINCIPAL</p>
<p><i>[Examples: Individualized Education Plan (IEP), etc.]</i></p>	<p>FIRST LEVEL: CLASSROOM TEACHER SECOND LEVEL: BUILDING PRINCIPAL THIRD LEVEL: SPECIAL EDUCATION DIRECTOR</p>
<p><i>[Examples: HIGH SCHOOL LEVEL – Student Schedules, Independent Studies, Dual Enrollment, Tech Prep, and Graduation Requirements, etc.]</i></p>	<p>FIRST LEVEL: HS GUIDANCE COUNSELOR SECOND LEVEL: BUILDING PRINCIPAL</p>
<p>Athletics/Fine Arts and Extra-Curricular Activities: <i>[Examples: Schedules, Eligibility, Physicals, Sportsmanship, Player issues, Coaching, Rules of the Game, Handbooks, Activity Rules, Parent Groups, etc.]</i></p>	<p>FIRST LEVEL: COACH OR ACTIVITY ADVISOR SECOND LEVEL: ATHLETIC DIRECTOR (IF INVOLVES ATHLETICS) THIRD LEVEL: BUILDING PRINCIPAL</p>
<p>Student Discipline: <i>[Examples: Student Behavior, Handbook, Classroom Rules, etc.]</i></p>	<p>FIRST LEVEL: CLASSROOM TEACHER SECOND LEVEL: BUILDING PRINCIPAL</p>
<p>Student Transportation: <i>[Examples: Bus Safety, Bus Routes, etc.]</i></p>	<p>FIRST LEVEL: TRANSPORTATION DIRECTOR SECOND LEVEL: BUILDING PRINCIPAL</p>
<p>School Lunch/Breakfast Program: <i>[Examples: Payment balances, Nutritional Requirements, Menus, etc.]</i></p>	<p>FIRST LEVEL: FOOD SERVICE DIRECTOR SECOND LEVEL: BUILDING PRINCIPAL</p>

Maintenance Issues, Buildings and Grounds: <i>[Examples: Safety Issues, Repairs, Security, etc.]</i>	FIRST LEVEL: BUILDING PRINCIPAL
Facilities Use Requests (forms available online at each building website-“Forms & Resources”) <i>[Examples: Availability of facility, Fees, etc.]</i>	FIRST LEVEL: BUILDING ADMINISTRATIVE ASSISTANT SECOND LEVEL: BUILDING PRINCIPAL THIRD LEVEL: EXECUTIVE ASSISTANT TO THE SUPERINTENDENT
If questions or concerns have not been adequately addressed at earlier levels	SUPERINTENDENT
Concerns about final decisions or interpretations made by the Superintendent and/or Board Policy	BATH COMMUNITY SCHOOLS BOARD OF EDUCATION

Bath Elementary School (517) 641-6771

Lisa Roedel, Principal (lroedel@bathschools.net)
 Jeannine Brown, Bath BeeHive Director (jbrown@bathschools.net) - (517) 641-6218
 Darlys Cowan - Director of Kids Early Education Zone (ZEEZ) –
 GSRP (kidzoneecs@gmail.com) – (989) 224-4957

Bath Middle School (517) 641-6781

Lorenda Jones, Principal (ljonas@bathschools.net)
 Erik Harrelson, Athletic Director (ad@bathschools.net) - (517) 641-6724

Bath High School (517) 641-6724

Matt Dodson, Principal (mdodson@bathschools.net)
 Erik Harrelson, Athletic Director (ad@bathschools.net)
 Emily Fritz, High School Guidance Counselor (efritz@bathschools.net)

Central Office (517) 641-6721

Jake Huffman, Superintendent/Special Ed Director (jhuffman@bathschools.net)

Food Service (517) 641-7068

Cathy Zeeb, Food Service Director (czeeb@bathschools.net)

Transportation Office (517) 641-6723

David Wright, Transportation Director (dwright@bathschools.net)