

# 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><b>Student Instruction:</b>  <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><b>Athletics/Fine Arts and Extra-Curricular Activities:</b>  <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><b>Student Discipline:</b>  <i>[Examples: Student Behavior, Handbook, Classroom Rules, etc.]</i></p>	<p>FIRST LEVEL: CLASSROOM TEACHER            SECOND LEVEL: ELEMENTARY SCHOOL: ASSISTANT PRINCIPAL            MIDDLE SCHOOL: DEAN OF STUDENTS            THIRD LEVEL: BUILDING PRINCIPAL</p>
<p><b>Student Transportation:</b>  <i>[Examples: Bus Safety, Bus Routes, etc.]</i></p>	<p>FIRST LEVEL: TRANSPORTATION DIRECTOR            SECOND LEVEL: BUILDING PRINCIPAL</p>
<p><b>School Lunch/Breakfast Program:</b>  <i>[Examples: Payment balances, Nutritional Requirements, Menus, etc.]</i></p>	<p>FIRST LEVEL: FOOD SERVICE DIRECTOR            SECOND LEVEL: BUILDING PRINCIPAL</p>

<b>Maintenance Issues, Buildings and Grounds:</b> <i>[Examples: Safety Issues, Repairs, Security, etc.]</i>	FIRST LEVEL: BUILDING PRINCIPAL SECOND LEVEL: FACILITIES DIRECTOR
<b>Facilities Use Requests</b> <i>[Examples: Availability of facility, Fees, Forms, etc.]</i>	FIRST LEVEL: BUILDING ADMINISTRATIVE ASSISTANT SECOND LEVEL: BUILDING PRINCIPAL THIRD LEVEL: FACILITIES DIRECTOR
<b>If questions or concerns have not been adequately addressed at earlier levels</b>	SUPERINTENDENT
<b>Concerns about final decisions or interpretations made by the Superintendent and/or Board Policy</b>	BATH COMMUNITY SCHOOLS BOARD OF EDUCATION

**Bath Elementary School (517) 641-6771**

Jeannine Brown, Principal/Preschool Director ([jbrown@bathschools.net](mailto:jbrown@bathschools.net))  
 Jerod Koen, Asst. Principal ([jkoen@bathschools.net](mailto:jkoen@bathschools.net))  
 AnnMarie Reik, Counselor ([areik@bathschools.net](mailto:areik@bathschools.net))

**Bath Middle School (517) 641-6781**

Lorenda Jonas, Principal ([ljonas@bathschools.net](mailto:ljonas@bathschools.net))  
 Erik Harrelson, Middle School Dean of Students / Athletic Director  
 ([eharrelson@bathschools.net](mailto:eharrelson@bathschools.net) or [ad@bathschools.net](mailto:ad@bathschools.net))  
 Craig Skinner, Social Worker ([cskinner@bathschools.net](mailto:cskinner@bathschools.net))

**Bath High School (517) 641-6724**

Ann Fredrickson, Principal ([afredrickson@bathschools.net](mailto:afredrickson@bathschools.net))  
 Erik Harrelson, Athletic Director ([ad@bathschools.net](mailto:ad@bathschools.net))  
 Emily Fritz, High School Guidance Counselor ([efritz@bathschools.net](mailto:efritz@bathschools.net))

**Central Office (517) 641-6721**

Paul Hartsig, Superintendent ([superintendent@bathschools.net](mailto:superintendent@bathschools.net))  
 Steve Spinner, Special Ed Director ([sspinner@bathschools.net](mailto:sspinner@bathschools.net))

**Food Service (517) 641-7068**

Cathy Zeeb, Food Service Director ([czeeb@bathschools.net](mailto:czeeb@bathschools.net))

**Transportation Office (517) 641-6723**

David Wright, Transportation Director ([dwright@bathschools.net](mailto:dwright@bathschools.net))

**Facilities Director (517) 641-6721**

Jon Pechette, Facilities Director ([jpechette@bathschools.net](mailto:jpechette@bathschools.net))