

Purpose: Lemman Academy of Excellence values trust-building, proactive communication, and a solution-oriented focus. This tool exists as a user-friendly visual to promote unity, clarity, and quality in communication, to increase the organization’s efficiency and effectiveness for the good of our scholars and school community.

Classroom	Curriculum, Instruction, & Assessment	Student Interactions	Discipline	Policy Question	Operations & Activities	Athletics
Questions or clarifications regarding classroom procedures	Questions or clarifications regarding curriculum, instruction, assessment	Issues related to interactions between students in and out of the classroom including concerns with bullying	Issues related to student discipline (loss of privilege, detention, suspension, etc.)	Questions related to policies not addressed in other pathways	Facilities, Before & After Care, Carpool, Lunch, Clubs, etc.	Middle School Sports
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Website, Parent Portal, & Newsletter	Website	Teacher	Vice Principal & Principal	Vice Principal & Principal	Vice Principal & Principal	Vice Principal & Principal
Begin with published communication	Begin with published communication	Directly contact your student’s homeroom teacher	If the issue is not resolved, directly contact the Principal.	If the issue is not resolved, directly contact the Principal.	If the issue is not resolved, directly contact the Principal.	If the issue is not resolved, directly contact the Principal.
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Teacher	Teacher	Vice Principal & Principal	Head of Schools	Head of Schools	Head of Schools	Head of Schools
Directly contact your student’s homeroom teacher	Directly contact your student’s homeroom teacher	If the issue is not resolved, directly contact the Principal.	If the issue is not resolved, directly contact the VP of Academics.	If the issue is not resolved, directly contact the VP of Academics.	If the issue is not resolved, directly contact the VP of Academics.	If the issue is not resolved, directly contact the VP of Academics.
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Vice Principal & Principal	Vice Principal & Principal	Head of Schools	LCS Board	LCS Board	LCS Board	LCS Board
If the issue is not resolved, directly contact the Principal.	If the issue is not resolved, directly contact the Principal.	If the issue is not resolved, directly contact the VP of Academics.	If the issue is not resolved, directly contact the LCS Board President.	If the issue is not resolved, directly contact the LCS Board President.	If the issue is not resolved, directly contact the LCS Board President.	If the issue is not resolved, directly contact the LCS Board President.
↓	↓	↓	<div data-bbox="966 998 1995 1453" data-label="Complex-Block"> <h2 style="text-align: center;">Communication Expectations & Procedures</h2> <p>It is Our Lemman Way to begin seeking resolution by bringing the concern to the person closest to it and allowing that person the opportunity to address it first. When a concern remains unresolved, all involved will meet again, joined by the next “level up.” As a charter school the Lemman Classical School’s Governing Board is the highest level of authority over all school topics.</p> <p>Please communicate concerns by email initially. This allows the person responsible time to look into it and address it. After emailing, set up a time to speak by phone and/or in-person with the goal to clarify and resolve the issue before escalating it to the next level. Begin by referring to the School Directory on the school website. When in doubt, call 720-767-1600; our Office Staff will direct you to your pathway. Expect a brief email response within 48 hours, understanding that resolution may take longer.</p> </div>			
Head of Schools	Head of Schools	LCS Board				
If the issue is not resolved, directly contact the VP of Academics.	If the issue is not resolved, directly contact the VP of Academics.	If the issue is not resolved, directly contact the LCS Board President.				
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LCS Board	LCS Board					
If the issue is not resolved, directly contact the LCS Board President.	If the issue is not resolved, directly contact the LCS Board President.					



COMMUNICATION PATHWAYS
Adopted December, 2019
Revised April, 2023

Strategic Importance: Every stakeholder is valued as an important part of the Lemman Academy community in Parker, CO. As we honor the parameters of each person’s role, trust is cultivated, concerns resolved, and growth is realized. As a result, we fulfill Lemman Academy’s unifying mission and vision together.