

Purpose: Leman 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	Dean, Vice Principal & Principal	Dean, Vice Principal & Principal	Dean, Vice Principal & Principal	Dean, Athletic Director, & 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	Dean, 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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Dean, Vice Principal & Principal	Dean, Vice Principal & Principal	Dean, Vice Principal & Principal	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.
↓	↓	↓	Communication Expectations & Procedures It is Our Leman 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 in doubt, call 720-767-1600; our Office Staff will direct you to your pathway. Please communicate concerns by email initially. This allows the person responsible time to look into it and address it. Expect a brief email response within 48 hours, understanding that resolution may take longer. After emailing, set up a time to speak by phone and/or in person to clarify and resolve the issue before escalating it to the next level. The direct supervisor shall review the allegations and the documentation provided as evidence. If the direct supervisor determines that staff have fulfilled their job description in accordance with school policies and training, the concern shall be considered addressed, and the decision shall be final, without grounds for further escalation meetings.			
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 2019; revised July, 2026