As in any system, it is important that all parts function together to make the system run efficiently. As a school system, we need to be sure that we communicate with all parts of the system and that we are aware of how each of the sub-systems work together to make up the entire system.

Unfortunately, due to a lack of uniformity in communication, what begins as merely a concern can become elevated to an “issue” and then morph into a full-blown “problem” often due to lack of knowledge and/or information. Policies # 1100 (District Organization) and #0146 (Board Member Authority) speak to a process followed by many successful school districts as well as major corporations. It is known by different titles, but essentially defines a communication protocol or chain of command to follow for conflict resolution.

In any organization, bypassing levels in the chain often creates additional problems and extends the timeline for resolution. If a parent or resident brings a concern to anyone in the chain of command, out of sequence, the concern must and should be sent back to the proper level for adjudication.
On Matters Involving Curriculum & Instruction in Grades PreK-8

The communication protocol or chain of command that should be followed is:

*Protocol includes a Case Manager for resolution of concerns for students receiving special education services.*
On Matters Involving Student Discipline (including bus discipline)

The communication protocol or chain of command that should be followed is:

*In most instances, particularly in Middle School, communication for bus discipline would begin with the Vice Principal*
On Matters Involving Athletics/Co-Curricular Activities

The communication protocol or chain of command that should be followed is:
On Matters Involving Buildings and Grounds, Food Services, or Transportation (non-discipline)

The communication protocol or chain of command that should be followed is:

Director of Buildings and Grounds, Food Services, or Transportation
Vice Principal
Principal
Assistant Superintendent for Business Administration-Board Secretary
Superintendent
Board of Education

Michael Coolidge, Director of Buildings and Grounds  732-751-2499
Ted Bridges, Aramark Director of Food Services  732-252-2810
Tara Vazquez, Director of Transportation  732-202-1740