

Communication Protocol – *Who do I contact with a Concern?*

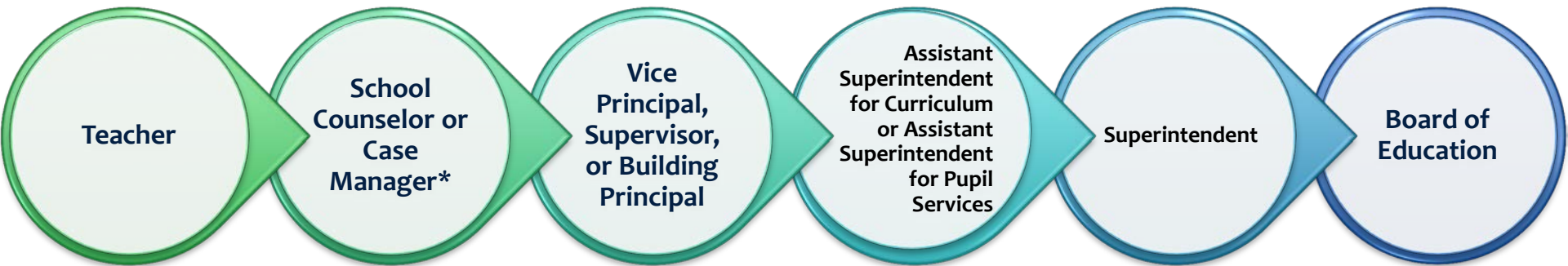
As in any system, it is important that all parts function together to make the system run efficiently. As a school system, we need to be sure that we communicate with all parts of the system and that we are aware of how each of the sub-systems work together to make up the entire system.

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

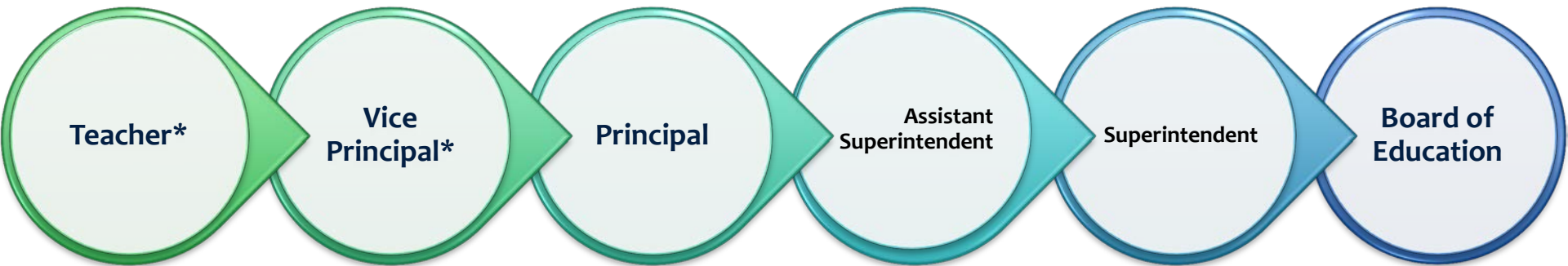
The communication protocol or chain of command that should be followed is:



**Protocol includes a Case Manager for resolution of concerns for students receiving special education services.*

On Matters Involving Student Discipline (including bus discipline)

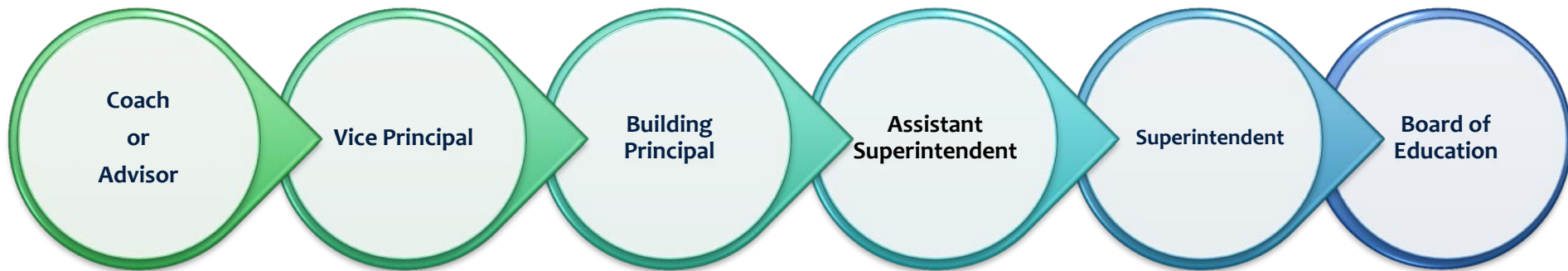
The communication protocol or chain of command that should be followed is:



*In most instances, particularly in Middle School, communication for bus discipline would begin with the Vice Principal

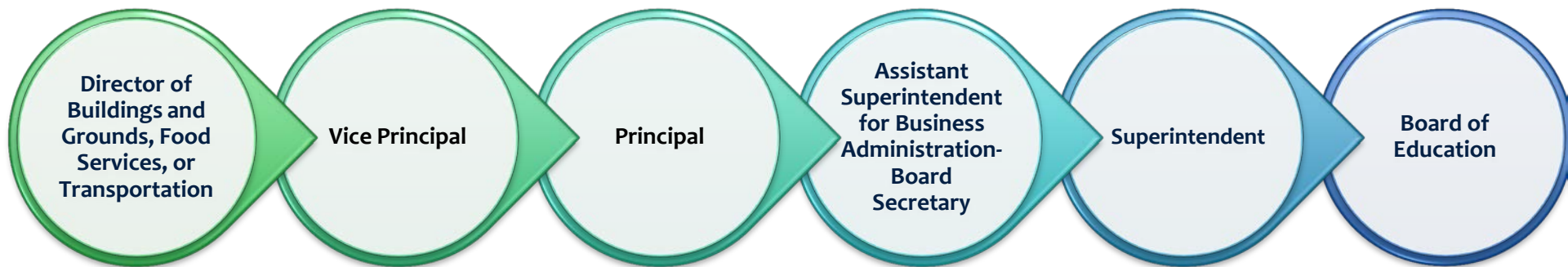
On Matters Involving Athletics/Co-Curricular Activities

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:



Michael Coolidge, Director of Buildings and Grounds
Ted Bridges, Aramark Director of Food Services
Tara Vazquez, Director of Transportation

732-751-2499
732-252-2810
732-202-1740