

## Chain of Communication

### WHOM DO I CALL WITH A QUESTION OR SUGGESTION?

The Darien School District's communication protocols help to promote direct, open and respectful interactions so that problems and concerns can be worked out quickly and efficiently. The communication protocol starts with the staff member closest to the situation, as that person will usually have the most information. At times, additional personnel are required to resolve specific situations. Appropriate communication channels for a variety of topics are listed below. The district encourages any and all questions from parents and residents regarding school matters.

#### Classroom issues involving an Individual Child

(classroom procedures, behavior, grades, schedule, etc.)  
OR

#### Curriculum and Instruction

(subject matter being taught, teaching strategies, textbooks and materials used, etc.)

##### **For Grades K-5:**

STEP 1: Classroom Teacher; if not resolved...

STEP 2: Building Administrator; if not resolved...

STEP 3: Program Directors; if not resolved

STEP 4: Asst. Supt. for Curriculum and Instruction; if not resolved...

STEP 5: Superintendent of Schools

##### **For Grades 6-8:**

STEP 1: Classroom Teacher; if not resolved...

STEP 2: Department Chairpersons; if not resolved...

STEP 3: Building Administrator; if not resolved...

STEP 4: Asst. Supt. for Curriculum and Instruction; if not resolved...

STEP 5: Superintendent of Schools

##### **For Grades 9-12:**

STEP 1: Classroom Teacher; if not resolved...

STEP 2: Department Chairperson; if not resolved...

STEP 3: Building Administrator; if not resolved...

STEP 4: Asst. Supt. for Curriculum and Instruction; if not resolved...

STEP 5: Superintendent of Schools

#### Budget and Business Operations

STEP 1: Director of Finance; if not resolved...

STEP 2: Superintendent of Schools

#### Employment and Certification

STEP 1: Director of Human Resources; if not resolved...

STEP 2: Superintendent of Schools

#### School Personnel

STEP 1: Building Administrator; if not resolved...

STEP 2: Director of Human Resources; if not resolved...

STEP 3: Superintendent of Schools

#### Residency

STEP 1: Building Administrator; if not resolved...

STEP 2: Director of Human Resources; if not resolved...

STEP 3: Superintendent of Schools

#### Use of Building/Field Requests

STEP 1: Director of Facilities; if not resolved...

STEP 2: Director of Finance; if not resolved...

STEP 3: Superintendent of Schools

#### Special Education

##### **For Grades Pre K-5:**

STEP 1: Teacher or Service Provider; if not resolved...

STEP 2: Case Manager or Facilitator; if not resolved...

STEP 3: Psychologist; if not resolved...

STEP 4: Building Administrator; if not resolved...

STEP 5: Program Director; if not resolved...

STEP 6: Asst. Supt. for Special Education and Student Services; if not resolved...

STEP 7: Superintendent of Schools

##### **For Grades 6-12:**

STEP 1: Teacher or Service Provider; if not resolved...

STEP 2: Case Manager; if not resolved...

STEP 3: Department Chairpersons; if not resolved...

STEP 4: Building Administrator; if not resolved...

STEP 5: Program Director; if not resolved...

STEP 6: Asst. Supt. for Special Education and Student Services; if not resolved...

STEP 7: Superintendent of Schools

#### Special Education Transportation

STEP 1: Special Education Secretary; if not resolved...

STEP 2: Program Director(s); if not resolved...

STEP 3: Asst. Supt. for Special Education and Student Services; if not resolved...

STEP 4: Superintendent of Schools

#### Early Learning Program

STEP 1: Teacher or Service Provider; if not resolved...

STEP 2: Case Manager or Facilitator; if not resolved...

STEP 3: Psychologist; if not resolved...

STEP 4: Building Administrator; if not resolved...

STEP 5: Program Director; if not resolved...

STEP 6: Asst. Supt. for Special Education and Student Services; if not resolved...

STEP 7: Superintendent of Schools

#### Medical Concerns PreK-12

STEP 1: School Nurse; if not resolved...

STEP 2: Director of Nursing Services; if not resolved...

STEP 3: Building Administrator; if not resolved...

STEP 4: Asst. Supt. for Special Education and Student Services; if not resolved...

STEP 5: Superintendent of Schools

#### Guidance/Social Work/Psychology

##### **For Grades Pre K-5:**

STEP 1: Teacher and/or Psychologist; if not resolved...

STEP 2: Case Manager; if not resolved...

STEP 3: Building Administrator; if not resolved...

STEP 4: Asst. Supt. for Special Education and Student Services; if not resolved...

STEP 5: Superintendent of Schools

##### **For Grades 6-8:**

STEP 1: Guidance Counselor, Social Worker, Psychologist; if not resolved...

STEP 2: Department Chairpersons; if not resolved...

STEP 3: Building Administrator; if not resolved...

STEP 4: Asst. Supt. for Curriculum and Instruction; if not resolved...

STEP 5: Superintendent of Schools

##### **For Grades 9-12:**

STEP 1: Guidance Counselor; if not resolved...

STEP 2: Director of Guidance; if not resolved...

STEP 3: Building Administrator; if not resolved...

STEP 4: Asst. Supt. for Curriculum and Instruction; if not resolved...

STEP 5: Superintendent of Schools

#### Transportation

(Pickup, route problems, etc.)

STEP 1: Transportation Coordinator

STEP 2: Director of Finance; if not resolved...

STEP 3: Superintendent

#### Safety & Security

STEP 1: Building Administrator

STEP 2: Director of Security, if not resolved

STEP 3: Director of Finance, if not resolved

STEP 4: Superintendent

##### **For Grades K-5:**

STEP 1: Classroom teacher; if not resolved...

STEP 2: Building Administrator; if not resolved...

STEP 3: Director of Finance; if not resolved...

STEP 4: Superintendent of Schools

##### **For Grades 6-12:**

STEP 1: Classroom teacher; if not resolved...

STEP 2: Building Administrator; if not resolved...

STEP 3: Director of Finance; if not resolved...

STEP 4: Superintendent of Schools

#### Athletics

STEP 1: Coach; if not resolved...

STEP 2: Director of Athletics; if not resolved...

STEP 3: Building Administrator; if not resolved...

STEP 4: Superintendent of Schools

#### Other School Activities

STEP 1: Activity Advisor; if not resolved...

STEP 2: Building Advisor; if not resolved...

STEP 3: Superintendent of Schools