Chain of Communication

The Amity Regional 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 questions from parents, employees, and residents regarding school matters.

Classroom issues involving an Individual Child (classroom procedures, assignments, grades, schedule, etc.) OR
Curriculum and Instruction
(subject matter being taught, teaching strategies, textbooks and materials used, etc.)
For Grades 7-8:
STEP 1: Classroom Teacher; if not resolved…
STEP 2: Team Leader; if not resolved…
STEP 3: School Counselor; if not resolved…
STEP 4: Building Principal; if not resolved…
STEP 5: Assistant Superintendent; if not resolved…
STEP 6: Superintendent of Schools
For Grades 9-12:
STEP 1: Classroom Teacher; if not resolved…
STEP 2: Department Chairperson; if not resolved…
STEP 3: School Counselor; if not resolved…
STEP 4: Associate Principal; if not resolved…
STEP 5: Building Principal; if not resolved…
STEP 6: Assistant Superintendent; if not resolved…
STEP 7: Superintendent of Schools
School Counseling
STEP 1: School Counselor; if not resolved…
STEP 2: Director of Counseling; if not resolved…
STEP 3: Building Principal; if not resolved…
STEP 4: Assistant Superintendent; if not resolved…
STEP 5: Superintendent of Schools
Special Education/Speech Language Services/Paraeducators
STEP 1: Teacher or Service Provider; if not resolved…
STEP 2: Case Manager; if not resolved…
STEP 3: Coordinator of Pupil Services; if not resolved…
STEP 4: Director of Pupil Services; if not resolved…
STEP 5: Superintendent of Schools
Mental Health Services/Social Work/School Psychology
STEP 1: Social Worker/School Psychologist; if not resolved…
STEP 2: Coordinator of Pupil Services; if not resolved…
STEP 3: Director of Pupil Services; if not resolved…
STEP 4: Superintendent of Schools

Bullying/Harassment Concerns
STEP 1: Assistant/Associate Principal; if not resolved…
STEP 2: Building Principal; if not resolved…
STEP 3: Director of Pupil Services; if not resolved…
STEP 4: Superintendent of Schools
Student Medical Concerns
STEP 1: School Nurse; if not resolved…
STEP 2: Head of Nursing/Lead Nurse; if not resolved…
STEP 3: Building Principal; if not resolved…
STEP 4: Director of Pupil Services; if not resolved…
STEP 5: Superintendent of Schools
High School Athletics
STEP 1: Coach; if not resolved…
STEP 2: Athletic Director; if not resolved…
STEP 3: Building Principal; if not resolved…
STEP 4: Superintendent of Schools
Middle School Athletics
STEP 1: Coach; if not resolved…
STEP 2: MS Athletic Liaison; if not resolved…
STEP 3: Athletic Director; if not resolved…
STEP 4: Building Principal; if not resolved…
STEP 5: Superintendent of Schools
Other School Activities
STEP 1: Activity Advisor; if not resolved…
STEP 2: Assistant/Associate Principal; if not resolved…
STEP 3: Building Principal; if not resolved…
STEP 4: Superintendent of Schools
Open Choice
STEP 1: ACES Open Choice Liaison/Coordinator; if not resolved…
STEP 2: School Counselor; if not resolved…
STEP 3: Building Principal; if not resolved…
STEP 4: Director of Pupil Services; if not resolved…
STEP 5: Superintendent of Schools
My Payments Plus
STEP 1: School Secretary
STEP 2: Assistant Director of Finance; if not resolved…
STEP 3: Assistant/Associate Principal: if not resolved…
STEP 4: Director of Finance; if not resolved…
STEP 5: Superintendent of Schools
Cafeteria & Food Service
STEP 1: Cafeteria Manager; if not resolved…
STEP 2: Director of Food Service; if not resolved…
STEP 3: Assistant Director of Finance; if not resolved…
STEP 4: Director of Finance; if not resolved…
STEP 5: Superintendent of Schools

Technology/1:1 Devices
STEP 1: Building Technician; if not resolved…
STEP 2: Director of Instructional Technology; if not resolved…
STEP 3: Assistant Superintendent; if not resolved…
STEP 4: Superintendent of Schools
Transportation
(Pickup, route problems, etc.)
STEP 1: Transportation Manager; if not resolved…
STEP 2: Building Principal; if not resolved…
STEP 3: Director of Finance; if not resolved…
STEP 4: Superintendent of Schools
Other Transportation Concerns (Behavior on school buses, etc.)
STEP 1: Assistant/Associate Principal; if not resolved…
STEP 2: Building Principal; if not resolved…
STEP 3: Assistant Superintendent; if not resolved…
STEP 4: Superintendent of Schools
Special Education Transportation
STEP 1: Pupil Services Administrative Assistant; if not resolved…
STEP 2: Coordinator of Pupil Services; if not resolved…
STEP 3: Director of Pupil Services; if not resolved…
STEP 4: Superintendent of Schools
Residency
STEP 1: District Registrar; if not resolved…
STEP 2: Director of Counseling; if not resolved…
STEP 3: Building Principal; if not resolved…
STEP 4: Superintendent of Schools
Budget and Business Operations
STEP 1: Director of Finance; if not resolved…
STEP 2: Superintendent of Schools
Use of Building/Field Requests
STEP 1: Facilities Department Coordinator; if not resolved…
STEP 2: Director of Facilities; if not resolved…
STEP 3: Director of Finance; if not resolved…
STEP 4: Superintendent of Schools
Employment and Certification
STEP 1: Personnel Administrator; if not resolved…
STEP 2: Superintendent of Schools
Payroll
STEP 1: Payroll Clerk; if not resolved…
STEP 2: Assistant Director of Finance; if not resolved…
STEP 3: Director of Finance; if not resolved…
STEP 4: Superintendent of Schools
Benefits
STEP 1: Personnel Administrator; if not resolved…
STEP 2: Assistant Director of Finance; if not resolved…
STEP 3: Director of Finance; if not resolved…
STEP 4: Superintendent of Schools