

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.

Curriculum and Instruction

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

OR

Classroom issues involving an Individual Child (classroom procedures, behavior, grades, schedule, etc.)

For Grades K-5:

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

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

STEP 3: Director of Elementary Education; if not resolved

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

STEP 5: Superintendent of Schools

For Grades 6-12:

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

Budget and Business Operations

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

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

STEP 4: Director of Special Education; 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: Program Director; if not resolved....

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

STEP 5: Director of Special Education; 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: Assistant Transportation Coordinator; if not resolved...

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

STEP 3: Program Director; if not resolved...

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

STEP 5: Asst. Supt. for Special Education and Student Services; if not resolved...

STEP 6: 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

Course Placement and Scheduling

For Grades 6-12:

STEP 1: School Counselor, Social Worker; 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

Mental Health / Wellness

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

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

STEP 2: Director of Mental Health; If not resolved...

STEP 3: Asst. Supt. for Curriculum and Instruction and/or Assistant Superintendent for Special Education and Student Services, if not resolved....

STEP 4: Superintendent of Schools

Transportation

(Pickup, route problems, etc.)

STEP 1: Director of Transportation/ Assistant Transportation Coordinator; if not resolved...

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

STEP 3: Superintendent of Schools

Safety & Security

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

STEP 2: Director of Security, if not resolved

STEP 3: Director of Finance, if not resolved

STEP 4: Superintendent of Schools

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

Technology

Step 1: [Help Desk work order](#)

Step 2: Classroom teacher; if not resolved...

Step 3: Library Media Specialist; if not resolved...

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

Step 5: Instructional Technology Coordinator; if not resolved...

Step 6: Asst. Supt. for Curriculum and Instruction; if not resolved...

Step 7: Superintendent of Schools