

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: Department Chairpersons
- 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: Director of Finance; if not resolved...
 - STEP 2: Superintendent of Schools
- #### Other Transportation Concerns
- (Behavior on school buses, etc.)

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