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: Asst. Supt. for Curriculum and Instruction; if not resolved…
STEP 4: Superintendent of Schools

For Grades 6-8:
STEP 1: Classroom Teacher; if not resolved…
STEP 2: Team Leader or Curriculum Monitor; 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 Chair; 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 K-5:
STEP 1: Teacher or Service Provider; if not resolved…
STEP 2: Facilitator or Case Manager; if not resolved…
STEP 3: Psychologist; 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

For Grades 6-12:
STEP 1: Teacher or Service Provider; if not resolved…
STEP 2: Facilitator or Case Manager; if not resolved
STEP 3: Psychologist; 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 K-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 K-5:
STEP 1: Teacher and/or Psychologist; if not resolved…
STEP 2: Facilitator or 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: Building Administrator; if not resolved…
STEP 3: Asst. Supt. for Curriculum and Instruction; if not resolved…
STEP 4: 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