

SCHOOL DEPARTMENT COMMUNICATION PROCEDURE

Concerned parties are to follow the School Department Communication Procedure outlined below. This system is intended to resolve concerns with the individuals who are closest to the issue or problem. If there is no resolution, the concerned parties are to mutually proceed to the next level. After communicating with the Building Administrator, the person to contact in the next stage will vary according to the particular issue. If informal attempts at resolution are not successful, parties may be asked to state the concerns in writing.

1. Concerned Party
2. Staff Member (Teacher, E.S.P., Coach, Secretary, Administrator, etc.)
3. Building Principal
4. Director of Pupil Personnel Services and/or Director of Instruction Services
5. Assistant Superintendent of Schools
6. Superintendent of Schools
7. School Committee Chairman