

Cheshire Public Schools

Chain of Communication

The Cheshire 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 Pre K-6:

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

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

STEP 3: Program Directors; if not resolved

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

STEP 5: Superintendent of Schools

For Grades 7-8:

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

STEP 2: Division Leader; 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: Chief Operating Officer; if not resolved...

STEP 2: Superintendent of Schools

Employment and Certification

STEP 1: Director of Human Resources; if not resolved...

STEP 2: Chief Operating Officer

STEP 3: Superintendent of Schools

School Personnel

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

STEP 2: Director of Human Resources; if not resolved...

STEP 3: Chief Operating Officer

STEP 4: Superintendent of Schools



Residency

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

STEP 2: Superintendent of Schools

Use of Building/Field Requests

STEP 1: Building Administrator

STEP 2: Athletic Director

STEP 3: Chief Operating Officer

Special Education

For Grades Pre K-6:

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: Special Education Supervisor; if not resolved...

STEP 6: Director of PPS; if not resolved...

STEP 7: Superintendent of Schools

For Grades 7-12:

STEP 1: Teacher or Service Provider; if not resolved...

STEP 2: Case Manager; if not resolved...

STEP 3: Special Education Department Leader; if not resolved...

STEP 4: Special Education Supervisor; if not resolved...

STEP 5: Director of PPS; if not resolved...

STEP 6: Superintendent of Schools

Special Education Transportation

STEP 1: Special Education Secretary; if not resolved...

STEP 2: Special Education Supervisor; if not resolved...

STEP 3: Director of PPS; 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: Special Education Supervisor; if not resolved...

STEP 6: Director of PPS; if not resolved...

STEP 7: Superintendent of Schools

Medical Concerns PreK-12

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

STEP 2: Nursing Supervisor; if not resolved...

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

STEP 4: Director of PPS; if not resolved...

STEP 5: Superintendent of Schools

School Counseling/Social Work/Director of PPS

For Grades Pre K-6:

STEP 1: Teacher, counselor or Psychologist; if not resolved...

STEP 2: Case Manager; if not resolved...

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

STEP 4: Special Education Supervisor; if not resolved...

STEP 5: Director of PPS; if not resolved...

STEP 6: Superintendent of Schools

For Grades 7-8:

STEP 1: School Counselor, Social Worker, Psychologist; if not resolved...

STEP 2: Department Chairpersons; if not resolved... STEP 3: Building Administrator; if not resolved...

STEP 4: Special Education Supervisor; if not resolved...

STEP 5: Director of PPS; if not resolved...

STEP 5: Superintendent of Schools

For Grades 9-12:

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

STEP 2: School Counselor Director; if not resolved...

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

STEP 4: Director of PPS; if not resolved...

STEP 5: Superintendent of Schools

Transportation

(Pickup, route problems, etc.)

STEP 1: Transportation Manager; if not resolved...

STEP 2: Chief Operating Officer

STEP 4: Superintendent of Schools

Other Transportation Concerns (Behavior on school buses, etc.)

For Grades Pre K-6:

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

STEP 2: Asst. Supt. for Curriculum and Instruction; if not resolved...

STEP 3: Superintendent of Schools

For Grades 7-12:

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

STEP 2: Asst. Supt. for Curriculum and Instruction; if not resolved...

STEP 3: 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 Administrator; if not resolved...

STEP 3: Superintendent of Schools

Nutrition Services

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

STEP 2: Food Services Director

STEP 3: Chief Operating Officer

STEP 4: Superintendent of Schools