



East Greenwich Public Schools

Community/District Communication Protocol

[Policy #1235 Community/District Communication Protocol.](#)

Building positive and productive relationships and communication channels between and among parents, caregivers, students, faculty, administrators, and staff is foundational to supporting each student's development toward our collective Vision of a Graduate. This Communication Protocol serves as a roadmap to ensure that conversations surrounding a student's learning experience start as close to the classroom setting as practical.

To report incidents of bullying, intimidation or harassment, please refer to the school-based bullying reporting form found [here](#) and on the [egsd.net](#) website.

To report or request information regarding instances of discrimination, students, families and employees are directed to the procedures outlined in [Policy #1210 Non-discrimination and Complaint Resolution](#) and [Policy #1215 Title IX and Grievance Procedure](#).

East Greenwich High School: 401-398-1300

Archie R. Cole Middle School: 401-398-1400

James H. Eldredge Elementary School: 401-398-1500

George R. Hanaford Elementary School: 401-398-1501

Frenchtown Elementary School: 401-398-1503

Meadowbrook Farms Elementary School: 401-398-1502

East Greenwich High School Curriculum and Instruction

	Contact
Step 1	Classroom Teacher

Step 2	Department Chair in conjunction with an informational communication to the Student's School Counselor
Step 3	School Principal*

East Greenwich High School Discipline

	Contact
Step 1	Classroom Teacher
Step 2	Department Chair in conjunction with an informational communication to the Student's School Counselor
Step 3	Assistant Principal
Step 4	School Principal*

East Greenwich High School Athletics

	Contact
Step 1	Coach
Step 2	Athletic Director
Step 3	Assistant Principal
Step 4	School Principal*

East Greenwich High School Extra-Curricular Activities and Clubs

	Contact
Step 1	Club Advisor
Step 2	Assistant Principal
Step 3	School Principal*

Cole Middle School Curriculum and Instruction

	Contact
Step 1	Classroom Teacher
Step 2	Department Chair
Step 3	Student's School Counselor
Step 4	School Principal*

Cole Middle School Discipline

	Contact
Step 1	Classroom Teacher
Step 2	Assistant Principal
Step 3	School Principal*

Cole Middle School Athletics

	Contact
Step 1	Coach
Step 2	Athletic Director
Step 3	Assistant Principal
Step 4	School Principal*

Cole Middle School Extra-Curricular Activities and Clubs

	Contact
Step 1	Club Advisor
Step 2	Assistant Principal
Step 2	School Principal*

Elementary Schools: Eldredge, Frenchtown, Hanaford, Meadowbrook Curriculum and Instruction

	Contact
Step 1	Classroom Teacher
Step 2	School Principal*

Special Education Matters

	Contact
Step 1	Case Manager/Special Educator
Step 2	School Principal
Step 3	Director of Student Services*

Facilities

	Contact
Step 1	Director of Facilities*

Transportation

	Contact
Step 1	Scheduling/Routing Issues School Principal
Step 1	Safety Concerns (General) Sgt. McManus

Step 1	Accessibility Concerns Michael Gray , EG DPW
Step 2	Director of Administration *

*For resolution of all matters, only after the steps above have been followed, please contact

Step A	Assistant Superintendent
Step B	Superintendent of Schools
Step C	School Committee Chair