



CHAIN OF COMMUNICATION

"How to Effectively Communicate with School Officials"

The New Milford Public School District values open communication. A detailed protocol has been created to assist parents and community members in addressing concerns and understanding who to contact in different situations. We encourage students and parents/guardians to follow this protocol.

Classroom Instruction and Curriculum/Grading/Assessment/Report Cards

STEP 1	STEP 2	STEP 3	STEP 4	STEP 5	STEP 6
Classroom Teacher	Department Liaison	Assistant Principal	Building Principal	Assistant Superintendent for Curriculum & Instruction	Superintendent of Schools

Special Education

STEP 1	STEP 2	STEP 3	STEP 4	STEP 5
Classroom Teacher	Case Manager, Specialist or Child Study Team	Building Principal	Director of Special Services	Superintendent of Schools

504 Plans

STEP 1	STEP 2	STEP 3	STEP 4
Classroom Teacher, School Counselor (if this is a compliance issue), or School Nurse/504 Coordinator (if this is an initial 504)	504 Coordinator	Building Principal	Superintendent of Schools

Multilingual Learners (MLs)

STEP 1	STEP 2	STEP 3	STEP 4	STEP 5
Classroom Teacher	ESL Teacher	Building Principal or Assistant Principal	Assistant Superintendent for Curriculum & Instruction	Superintendent of Schools

School Counseling and Related Services:

These steps are not established, nor do they need to be followed sequentially if your child is experiencing a crisis. Should your child need immediate, emergency assistance, please call 911, OR for a mental health crisis, dial 201-262-HELP (4357).

STEP 1	STEP 2	STEP 3	STEP 4	STEP 5
School Counselor, Social Worker, School Psychologist, or other assigned counselor in district	Crisis Intervention Counselor, District Student Assistance Coordinator	Guidance Supervisor	Building Principal or Assistant Principal	Superintendent of Schools

HIB Reporting

STEP 1	STEP 2	STEP 3
Classroom Teacher for classroom issues OR School Anti-Bullying Specialist (counselor) OR Parental Reporting Form if reporting a suspected case of HIB	Building Principal	Superintendent of Schools

Medical Concerns (not 504 related)

STEP 1	STEP 2	STEP 3
School Nurse	Assistant OR Building Principal	Superintendent of Schools

Athletics

STEP 1	STEP 2	STEP 3	STEP 4
Coach or Assistant Coach	Athletic Director	Building Principal	Superintendent of Schools

Co-curricular Activities

STEP 1	STEP 2	STEP 3	STEP 4
Advisor/Instructor	Assistant Principal	Building Principal	Superintendent of Schools

Transportation

STEP 1	STEP 2	STEP 3
Transportation Coordinator	Business Administrator	Superintendent of Schools

Residency

STEP 1	STEP 2	STEP 3
Building Principal	Business Administrator	Superintendent of Schools

Building Safety Issues

STEP 1	STEP 2	STEP 3
Building Principal	Business Administrator	Superintendent of Schools

School Personnel/Staff Issues

STEP 1	STEP 2	STEP 3	STEP 3	STEP 4
Staff Member	Department Liaison OR Assistant Principal	Building Principal	Assistant Superintendent for Curriculum & Instruction	Superintendent of Schools

Employment Verification and Certification Information

STEP 1	STEP 2
Assistant to the Superintendent of Schools	Superintendent of Schools

Budget, Business Office Operations, OPRA Requests, Board of Education

STEP 1	STEP 2	STEP 3
Assistant Business Administrator	Business Administrator/Board Secretary	Superintendent of Schools

Use of Building/Field Requests

STEP 1	STEP 2	STEP 3
Complete online facility use application	Facilities Manager	Business Administrator

School Security/Facilities and Grounds Issues

STEP 1	STEP 2	STEP 3
Building Principal	School Safety Security Officer OR Director of Buildings and Grounds	Superintendent of Schools

Title IX and Affirmative Action

Issue	Initial STEPS	Final STEP
Title IX Student Curricular Issues	Building Principal, then Assistant Superintendent of Curriculum & Instruction	Superintendent of Schools
Title IX Student Athletic Issues	Athletic Director, then Principal	Superintendent of Schools
Title IX Coordinator and Affirmative Action Issues	Title IX Coordinator OR Affirmative Action Officer	Superintendent of Schools