

Grafton Public Schools
Chain of Communication
Who do I contact with questions and suggestions?

The Grafton Public Schools has developed communication protocols to promote direct, open, and respectful dialogue to maximize the resolution of problems and concerns as effectively and efficiently as possible. Appropriate communication channels are outlined below for a host of common topic areas. If you have any questions as to contact information, or are unclear about communication procedures, please contact the Office of the Superintendent for guidance. Issues related to personnel, instruction, discipline, or learning materials that are not resolved by the Superintendent of Schools can be brought to the School Committee for consideration. Please see Section K/Policy KE for the School Committee Policy for specifics related to public concerns and complaints. Please follow the steps of contact in ascending order (1, 2, 3, etc.).

Classroom Issues Involving and Individual Child or Curriculum/ Instruction:

PreK-Grade 8

- Step 1: Classroom Teacher, Special Education Teacher, or Related Service Provider.
- Step 2: Building Administrator
- Step 3: Director of Curriculum
- Step 4: Superintendent of Schools
- Step 5: School Committee

Grade 9-12

- Step 1: Classroom Teacher, Special Education Teacher, or Related Service Provider.
- Step 2: Department Head
- Step 3: Building Administrator
- Step 4: Director of Curriculum
- Step 5: Superintendent of Schools
- Step 6: School Committee

504 Plans:

- Step 1: Classroom Teacher, Special Education Teacher, or Related Service Provider.
- Step 2: Building Administrator
- Step 3: Superintendent of Schools
- Step 4: School Committee

Medical Concerns:

- Step 1: School Nurse
- Step 2: Director of Nursing
- Step 3: Building Administrator
- Step 4: Superintendent of Schools
- Step 5: School Committee

Transportation:

Step 1: Building Administrator

Step 2: Director of Operations

Step 3: Superintendent of Schools

Step 4: School Committee

Athletics (Grades 7-12):

Step 1: Team Coach

Step 2: Athletic Director

Step 3: Building Administrator

Step 4: Superintendent of Schools

Step 5: School Committee