

Grafton Public Schools
Chain of Communication – Who do I contact with questions or 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 of School Committee policy (Page 2) for specifics related to public concerns and complaints.

Classroom Issues Involving an Individual Child or Curriculum/Instruction Questions

PreK-Grade 8

Step One : Classroom Teacher, Special Education Teacher, or Related Service Provider; If not resolved...

Step Two: Building Administrator; If not resolved...

Step Three: Assistant Superintendent; If not resolved...

Step Four: Superintendent of Schools

Step Five: School Committee

Grades 9-12

Step One : Classroom Teacher, Special Education Teacher, or Related Service Provider; If not resolved...

Step Two: Department Head; If not resolved...

Step Three: Building Administrator; If not resolved...

Step Four: Assistant Superintendent; If not resolved...

Step Five: Superintendent of Schools

Step Six: School Committee

504 Plans:

Step One : Classroom Teacher; If not resolved...

Step Two: Building-Based 504 Coordinator; If not resolved...

Step Three: Assistant Superintendent; If not resolved...

Step Four: Superintendent of Schools

Step Five: School Committee

Special Education

Step One : Classroom Teacher, Special Education Teacher, or Related Service Provider; If not resolved...

Step Two: Building Administrator; If not resolved...

Step Three: Team Chairperson; If not resolved...

Step Four: Director of Special Education; If not resolved...

Step Five: Superintendent of Schools

Step Six: School Committee

Medical Concerns

Step One : School Nurse; If not resolved...

Step Two: Director of Nursing; If not resolved...

Step Three: Building Administrator; If not resolved...

Step Four: Assistant Superintendent; If not resolved...

Step Five: Superintendent of Schools

Step Six: School Committee

Transportation

Step One – (Bus incidents): Building Administrator; If not resolved...

Step Two – (Bus safety, Pick Up, Drop Off Questions): Director of Finance; If not resolved...

Step Three: Assistant Superintendent; If not resolved...

Step Four: Superintendent of Schools

Step Five: School Committee

Athletics (Grades 7-12)

Step One: Team Coach; If not resolved...

Step Two: Athletic Director; If not resolved...

Step Three: Building Administrator; If not resolved...

Step Four: Superintendent of Schools

Step Five: School Committee