

APS Chain of Communication

WHO DO I CALL WITH A QUESTION OR SUGGESTION?

The Abington Public School'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.

Classroom issues involving an Individual Child

(classroom procedures, behavior, bus behavior, grades, schedule, etc.)

OR

Curriculum, Instruction, & Assessment

(subject matter being taught, teaching strategies, texts, resources, etc.)

For Grades PreK-6:

- STEP 1: Classroom Teacher; if not resolved...
- STEP 2: Building Administrator; if not resolved...
- STEP 3: Assistant Superintendent; if not resolved...
- STEP 4: Superintendent of Schools

For Grades 7-12:

- STEP 1: Classroom Teacher; if not resolved...
- STEP 2: Department Head; if not resolved...
- STEP 3: Building Administrator; if not resolved...
- STEP 4: Assistant Superintendent; if not resolved...
- STEP 5: Superintendent of Schools

Budget and Business Operations

- STEP 1: Director of Finance & Operations; if not resolved...
- STEP 2: Assistant Superintendent; if not resolved...
- STEP 3: Superintendent of Schools

Employment and Licensure

- STEP 1: HR Manager; if not resolved...
- STEP 2: Director of Finance & Operations; if not resolved...
- STEP 3: Assistant Superintendent; if not resolved...
- STEP 4: Superintendent of Schools

School Personnel

- STEP 1: Building Administrator; if not resolved...
- STEP 2: Director of Finance & Operations; if not resolved...
- STEP 3: Assistant Superintendent; if not resolved...
- STEP 4: Superintendent of Schools

Residency

- STEP 1: Building Administrator; if not resolved...
- STEP 2: Director of Finance & Operations; if not resolved...
- STEP 3: Assistant Superintendent; if not resolved...
- STEP 4: Superintendent of Schools

Building/Facility Use

- STEP 1: Director of Athletics; if not resolved...
- STEP 2: Building Administrator; if not resolved...
- STEP 3: Director of Finance & Operations; if not resolved...
- STEP 4: Assistant Superintendent; if not resolved...
- STEP 5: Superintendent of Schools

Special Education

- STEP 1: Teacher or Service Provider; if not resolved...
- STEP 2: Special Education Liaison; if not resolved...
- STEP 3: Team Chair; if not resolved...
- STEP 4: Building Administrator; if not resolved...
- STEP 5: Director of Student Services; if not resolved...
- STEP 6: Assistant Superintendent; if not resolved...
- STEP 7: Superintendent of Schools

Special Education Transportation

- STEP 1: Student Services Admin Assistant; if not resolved...
- STEP 2: Director of Student Services; if not resolved...
- STEP 3: Director of Finance & Operations; if not resolved...
- STEP 4: Assistant Superintendent; if not resolved...
- STEP 5: Superintendent of Schools

Section 504 Plans

- STEP 1: Teacher; if not resolved...
- STEP 2: 504 Coordinator; if not resolved...
- STEP 3: Building Administrator; if not resolved...
- STEP 4: Director of Student Services; if not resolved...
- STEP 5: Assistant Superintendent; if not resolved...
- STEP 6: Superintendent of Schools

English Learner Education

- STEP 1: Teacher or ELE Teacher; if not resolved...
- STEP 2: Director of ELE; if not resolved...
- STEP 3: Building Administrator; if not resolved...
- STEP 4: Director of Student Services; if not resolved...
- STEP 5: Assistant Superintendent; if not resolved...
- STEP 6: Superintendent of Schools

Medical Concerns PreK-12

- STEP 1: School Nurse; if not resolved...
- STEP 2: Director of Nursing; if not resolved...
- STEP 3: Building Administrator; if not resolved...
- STEP 4: Director of Student Services; if not resolved...
- STEP 5: Assistant Superintendent; if not resolved...
- STEP 6: Superintendent of Schools

Guidance/Mental Health

For Grades PreK-4:

- STEP 1: Teacher; if not resolved...
- STEP 2: Adjustment Counselor or Psychologist; if not resolved...
- STEP 3: Building Administrator; if not resolved...
- STEP 4: Director of Student Services; if not resolved...
- STEP 5: Assistant Superintendent; if not resolved...
- STEP 6: Superintendent of Schools

For Grades 5-6:

- STEP 1: Teacher; if not resolved...
- STEP 2: Guidance Counselor, Adjustment Counselor, or Psychologist; if not resolved...
- STEP 3: Building Administrator; if not resolved...
- STEP 4: Director of Student Services; if not resolved...
- STEP 5: Assistant Superintendent; if not resolved...
- STEP 6: Superintendent of Schools

For Grades 7-12:

- STEP 1: Guidance Counselor, Adjustment Counselor, or Psychologist; if not resolved...
- STEP 2: Director of Guidance; if not resolved...
- STEP 3: Building Administrator; if not resolved...
- STEP 4: Director of Student Services; if not resolved...
- STEP 5: Assistant Superintendent; if not resolved...
- STEP 6: Superintendent of Schools

Transportation

(Pickup, route problems, etc.)

- STEP 1: Transportation Coordinator; if not resolved...
- STEP 2: Director of Finance & Operations; if not resolved...
- STEP 3: Assistant Superintendent; if not resolved...
- STEP 4: Superintendent of Schools

Safety & Security

- STEP 1: Classroom Teacher; if not resolved...
- STEP 2: Building Administrator; if not resolved...
- STEP 3: Director of Finance & Operations; if not resolved...
- STEP 4: Assistant Superintendent; if not resolved...
- STEP 5: Superintendent of Schools

Athletics & Facilities

- STEP 1: Coach; if not resolved...
- STEP 2: Director of Athletics; if not resolved...
- STEP 3: Building Administrator; if not resolved...
- STEP 4: Director of Finance & Operations; if not resolved...
- STEP 5: Assistant Superintendent; if not resolved...
- STEP 6: Superintendent of Schools