



Brookfield Public Schools

"Create Your Tomorrow"



Communication Protocol

Who do I contact with a concern?

Coherence of Communication

In alignment with our Strategic Coherence Plan, District Implementation Plan and District Communication Plan, we have developed this District Communication Protocol.

It is important in any organization that all parts of the system function together to make the enterprise run efficiently.

Sometimes, due to a lack of uniformity in communication, what begins merely as a concern can rise up to an issue and then elevate into a full-blown problem, often due to a lack of knowledge or information.

In any organization, bypassing levels in the communication chain often complicates matters and extends the timeline for resolution. If an individual brings a concern to anyone in the chain, out of sequence, the concern should be sent back to the proper level for adjudication.

For contact information for persons listed in the Chain of Command, please visit our website:

www.brookfieldps.org



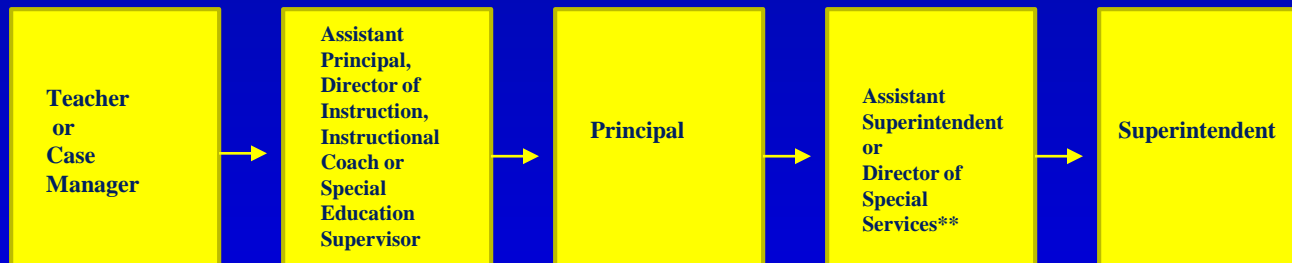
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On Matters Involving Curriculum & Instruction in Grades K-5

The communication protocol or chain of command that should be followed is:



***Protocol includes a Case Manager, Special Education Supervisor and the Director of Special Services for resolution of concerns for students receiving special education services.*



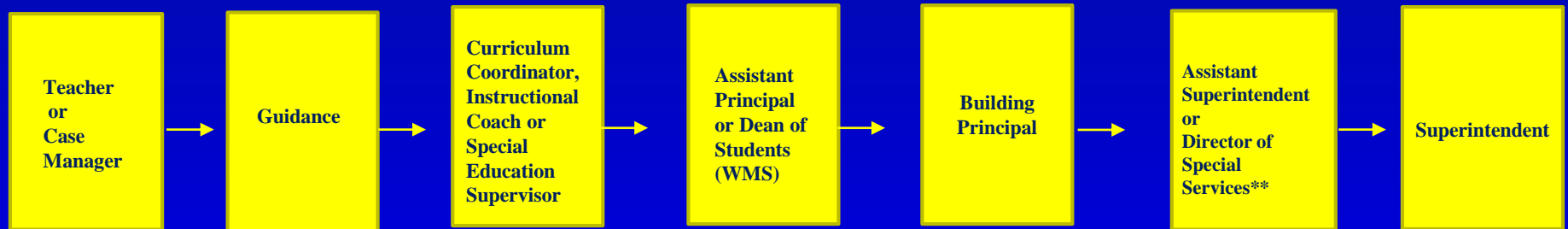
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On Matters Involving Curriculum & Instruction in Grades 6-12

The communication protocol or chain of command that should be followed is:



***Protocol includes a Case Manager, Special Education Supervisor and the Director of Special Services for resolution of concerns for students receiving special education services.*



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On Matters Involving Facilities/Buildings/Grounds

The communication protocol or chain of command that should be followed is:





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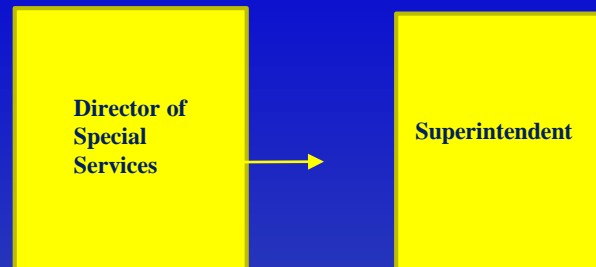


On Matters Involving Transportation-Routing Issues (or items left on the bus)

The communication protocol or chain of command that should be followed for Regular Transportation is:



The communication protocol or chain of command that should be followed for Special Transportation is:





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On Matters Involving Student Discipline (including bus discipline)

The communication protocol or chain of command that should be followed is:





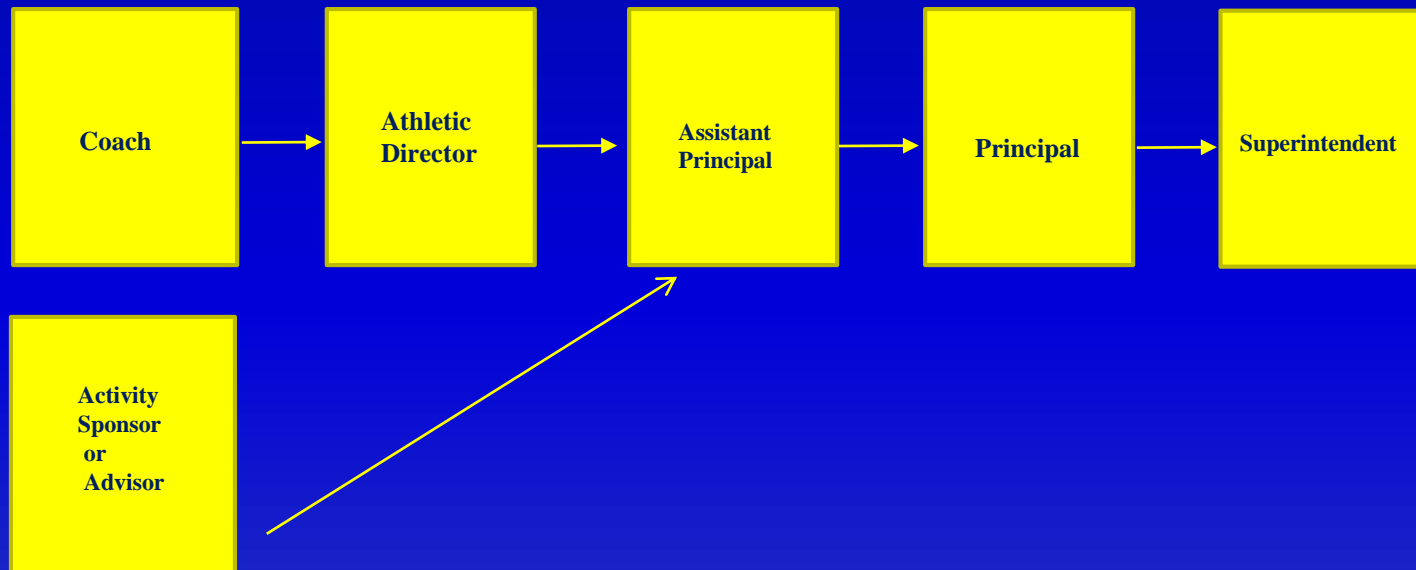
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On Matters Involving Athletics/Co-Curricular Activities

The communication protocol or chain of command that should be followed is:





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On Matters Involving Special Education and/or Pupil Personnel Services PreK-12

The communication protocol or chain of command that should be followed is:

