



Riverhead Central School District Chain of Command

We have established a set of protocols so that questions and concerns can be directed to the staff member most closely connected to the matter in question and provide subsequent follow-up with administrators should the question go unresolved. We welcome all questions and concerns and thank you in advance for adhering to our outlined procedures.

<p>Athletics Concerns Step 1: Coach; if not resolved... Step 2: Athletic Director; if not resolved... Step 3: Executive Director for Secondary Education, Grants & Student Outcomes; if not resolved... Step 4: Superintendent of Schools</p>	<p>Classroom Issues Involving an Individual Child (Classroom procedures, classroom behavior, grades, etc.) <u>For Grades K-6:</u> Step 1: Classroom teacher; if not resolved... Step 2: Assistant Principal or Building Principal; if not resolved... Step 3: Assistant Superintendent for Human Resources & Elementary Education; if not resolved... Step 4: Superintendent of Schools <u>For Grades 7-12:</u> Step 1: Classroom teacher; if not resolved... Step 2: Guidance Counselor; if not resolved... Step 3: Assistant Principal assigned to the student or Dean of Students; if not resolved... Step 4: Building Principal; if not resolved... Step 5: Executive Director for Secondary Education, Grants & Student Outcomes; if not resolved... Step 6: Superintendent of Schools</p>	<p>Residency Step 1: Central Registration; if not resolved... Step 2: Director of Pupil Personnel Services; if not resolved... Step 3: Assistant Superintendent for Human Resources & Elementary Education; if not resolved... Step 4: Superintendent of Schools</p>
<p>Budget Concerns/Questions Step 1: Assistant Superintendent for Business; if not resolved... Step 2: Superintendent of Schools</p>	<p>Food Service Concerns Step 1: Food Service Director, if not resolved... Step 2: Assistant Superintendent for Business; if not resolved; Step 3: Superintendent of Schools</p>	<p>Special Ed. Concerns/Special Needs Step 1: Special Education Teacher/Psychologist/Social Worker; if not resolved... Step 2: Building Principal; if not resolved... Step 3: Assistant Director or Director for PPS; if not resolved... Step 4: For K – 6, Assistant Superintendent for Human Resources & Elementary Education; For 7 – 12, Executive Director for Secondary Education, Grants & Student Outcomes; if not resolved... Step 5: Superintendent of Schools</p>
<p>Building Use and/or Facilities Concerns Step 1: Refer to district calendar dates for building use and facilities use informational sessions; if not resolved... Step 2: Assistant Principal or Building Principal; if not resolved... Step 3: Asst. Plant Facilities Administrator; if not resolved... Step 4: Assistant Superintendent for Business; if not resolved... Step 5: Superintendent of Schools</p>	<p>Health and Safety Concerns Step 1: Assistant Principal or Building Principal; if not resolved... Step 2: Assistant Superintendent for Business; if not resolved; Step 3: Superintendent of Schools</p>	<p>Technology and Parent Portal Step 1: For Grades K-6, Classroom Teacher, For Grades 7-12, Guidance Counselor; if not resolved... Step 2: Asst. Principal or Building Principal; if not resolved... Step 3: Technology Director; if not resolved... Step 4: For K – 6, Assistant Superintendent for Human Resources & Elementary Education; For 7 – 12, Executive Director for Secondary Education, Grants & Student Outcomes; if not resolved... Step 5: Superintendent of Schools</p>
<p>After-School Clubs and Activities Step 1: Activity Advisor; if not resolved... Step 2: Assistant Principal or Building Principal; if not resolved... Step 3: For K – 6, Assistant Superintendent for Human Resources & Elementary Education; For 7 – 12, Executive Director of Secondary Education, Grants * Human Resources; if not resolved... Step 4: Superintendent of Schools</p>	<p>Medical Concerns Step 1: School Nurse; if not resolved... Step 2: Assistant Principal or Building Principal; if not resolved... Step 3: Director of Pupil Personnel Services; if not resolved... Step 4: For K – 6, Assistant Superintendent for Human Resources & Elementary Education; For 7 – 12, Executive Director for Secondary Education, Grants & Student Outcomes; if not resolved... Step 5: Superintendent of Schools</p>	<p>Transportation Concerns (Pickup, route problems, etc.) Step 1: Assistant Principal or Building Principal; if not resolved... Step 2: Transportation Director; if not resolved... Step 3: Director of Personnel; if not resolved... Step 4: Assistant Superintendent for Business; if not resolved; Step 5: Superintendent of Schools</p>
<p>Curriculum Questions (Subject matter taught, textbooks, materials used, etc.) Step 1: Classroom teacher; if not resolved... Step 2: Subject area director; if not resolved... Step 3: Building Principal or Assistant Principal; if not resolved... Step 4: For K – 6, Assistant Superintendent for Human Resources & Elementary Education; For 7 – 12, Executive Director for Secondary Education, Grants & Student Outcomes; if not resolved... Step 5: Superintendent of Schools</p>	<p>Other Transportation Concerns (Behavior on school bus, etc.) Step 1: Transportation Director; if not resolved... Step 2: Assistant Principal or Dean of Students; if not resolved... Step 3: Building Principal; if not resolved... Step 4: Director of Personnel; if not resolved; Step 5: Assistant Superintendent for Business; if not resolved; Step 6: Superintendent of Schools</p>	