
DISTRICT-PARENT COMMUNICATION

Chain of Communication for Parent Inquiries

Whom to Contact With Questions or Concerns

Parent-Teacher Communication Protocol

The Newburgh Enlarged City School District embraces the knowledge that it is through the work of all, we will achieve inclusive excellence. NECSD strives to ensure consistent communication between the district, principals, teachers, parents and families, and students. The District's primary motivator is the well-being and education of its scholars.

NECSD is committed to open, honest communication with parents. Despite very best efforts, questions and concerns do arise. When parents have a question concerning a classroom situation, their first contact should be with the classroom teacher, since the teacher is likely the closest to the question or concern and is most able to resolve it quickly and effectively. To ensure the success of NECSD's students, the following five steps are recommended to be followed when a question or concern arises:

1. Students should feel empowered to go to the primary teacher with their questions, concerns, or comments.
2. Parents should go to the primary teacher with questions, concerns, or comments.
3. The teacher will follow up with the parent on the resolution of questions, concerns, or comments.
4. If questions or concerns continue, the parent may choose to contact the principal. The principal may be able to resolve the issue or offer to set up a meeting with the concerned parties.
5. The teacher, parent, and principal will follow up on resolution of questions or concerns.

Academic/Student Progress	Classroom/Subject teacher	HS/MS Guidance	Building principal	Asst. Supt. for Curriculum & Instruction
Athletics	Coach	Director of Athletics	Office of Superintendent	
Behavior	Classroom/Subject teacher	Building AP/principal	Director of Pupil Personnel	Exec. Director for Equity and Access
Board of Ed. Policies	Building principal	School District Clerk	Office of Superintendent	Board of Education
Budget	Building principal	Asst. Supt. for Finance	Office of Superintendent	Board of Education
Building Use	Main office of building	Building AP/principal	Exec. Dir. of Operations and Maintenance	Asst. Supt. for Finance
Buildings/Grounds Issues	Building AP/principal	Exec. Dir. of Operations and Maintenance	Asst. Supt. for Finance	Office of Superintendent
Bullying	Anti-bullying portal (website)	Building AP/principal	Exec. Dir. of Human Resources	Office of Superintendent
Capital Bond Project	Capital Bond website	Building principal	Asst. Supt. for Finance	Office of Superintendent
Curriculum	Classroom/Subject teacher	Building principal	Subject area Directors	Asst. Supt. for Curriculum & Instruction
Exceptional Learners	Classroom/Subject teacher	Building AP/principal	Director of Pupil Personnel	Office of Superintendent
Extra-Curricular Activities	Club Advisor	Building AP/principal	Asst. Supt. for Curriculum & Instruction	Office of Superintendent
Food Services/Meals	Director of Food Services	Asst. Supt. for Finance	Office of Superintendent	
Health Issues	School Nurse	Building AP/principal	Director of Athletics	Office of Superintendent
Procedures & Policies	Classroom/Subject teacher	Building AP/principal	Asst. Supt. for Curriculum & Instruction	Office of Superintendent
Safety	Building AP/principal	Director for Safety and Security	Asst. Supt. for Finance	Office of Superintendent
Scheduling/Classroom	School Counselor or Elem. classroom teacher	Building AP/principal	Asst. Supt. for Curriculum & Instruction	Office of Superintendent
Student Registration	Office of the Registrar	Office of Superintendent		
Transportation	Bus/Vehicle driver	Building AP/principal	Transportation Coordinator	Asst. Supt. for Finance
Weather or Emergency Closing/Delays	Building principal	Transportation Coordinator	Exec. Dir. of Operations and Maintenance	Asst. Supt. for Finance