



# Nutley Public Schools Chain of Communication

When raising student/district concerns, please follow the chain of communication below:

| HARASSMENT<br>INTIMIDATION,<br>BULLYING            | Classroom<br>Teacher                           | School Anti-<br>Bullying<br>Specialist       | Principal                                      | District Anti-Bullying<br>Coordinator          |
|----------------------------------------------------|------------------------------------------------|----------------------------------------------|------------------------------------------------|------------------------------------------------|
| SPECIAL SERVICES                                   | Case<br>Manager                                | Principal/<br>Supervisor of Special Services | Director of Student<br>Support & Interventions |                                                |
| NURSING                                            | Nurse                                          | Principal                                    | Superintendent                                 |                                                |
| ELL/MLL                                            | Classroom<br>Teacher                           | ESL Teacher                                  | Principal                                      | Director of Student<br>Support & Interventions |
| TECHNOLOGY                                         | Classroom<br>Teacher /<br>Tech Support<br>Desk | Principal                                    | Director of Curriculum & Instruction           |                                                |
| BUILDING/<br>GROUNDS                               | Principal                                      | Director of<br>Buildings/Grounds             | Business Administrator                         |                                                |
| FOOD SERVICES                                      | Principal                                      | Business Administrator                       |                                                |                                                |
| TRANSPORTATION                                     | Principal                                      | Transportation Coordinator                   | Business Administrator                         |                                                |
| CO-CURRICULAR<br>K-6 Field Trips/Clubs             | Club Advisor                                   | Principal                                    | Director of Curriculum & Instruction           |                                                |
| CO-CURRICULAR<br>7-12 Field Trips,<br>Clubs, Music | Club Advisor                                   | Vice Principal                               | Principal                                      | Director of Curriculum<br>& Instruction        |
| DISCIPLINE                                         | Classroom<br>Teacher                           | Counselor/<br>Vice Principal                 | Principal                                      | Director of Curriculum<br>& Instruction        |
| INSTRUCTION/<br>CURRICULUM (K-6)                   | Classroom<br>Teacher                           | Principal                                    | Director of Curriculum & Instruction           |                                                |
| INSTRUCTION/<br>CURRICULUM (7-12)                  | Classroom<br>Teacher                           | Content<br>Supervisor                        | Principal                                      | Director of Curriculum<br>& Instruction        |
| SCHEDULING,<br>COLLEGE, CAREER                     | School<br>Counselor                            | Vice Principal/<br>Content Supervisor        | Principal                                      | Director of Curriculum<br>& Instruction        |
| School Events                                      | Classroom<br>Teacher                           | Principal                                    | Director of Curriculum & Instruction           |                                                |
| ATHLETICS                                          | Coach                                          | Athletic Director                            | Principal                                      | Superintendent                                 |
| SAFETY                                             | Principal                                      | Superintendent                               |                                                |                                                |
| STAFFING                                           | Principal                                      | Superintendent                               |                                                |                                                |

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