North Babylon Union Free School District
Chain of Communication- "Who Do I Contact?"

Who Do I Contact?
The North Babylon School District’s communication protocol will assist you with direct interaction so that problems and concerns can be worked out quickly and efficiently. The district encourages any questions from parents and residents regarding school matters.

**ATHLETICS**
Step 1: Coach, if not resolved...
Step 2: Director of Athletics, if not resolved...
Step 3: Assistant Superintendent for Personnel & Educational Operations, if not resolved...
Step 4: Superintendent

**DASA**
Step 1: Complete the form found on the District website and submit to the Building Administrator for determination/findings
Step 2: Appeal to the District DASA Coordinator (Asst. Superintendent for Personnel) for Principal determination/findings
Step 3: Appeal to the Superintendent
Step 4: Appeal to the Board of Education

**RECORDS REQUEST / FOIL (FREEDOM OF INFORMATION LAW)**
District Clerk

**BUDGET**
Step 1: Assistant Business Administrator, if not resolved...
Step 2: Deputy Superintendent, if not resolved...
Step 3: Superintendent

**DISCIPLINARY MATTERS**
Step 1: Classroom Teacher
Step 2: Dean/ Building Assistant Principal (if applicable)
Step 3: Building Principal
Step 4: Superintendent

**REGISTRATION & RESIDENCY**
Step 1: Central Registration Office; if not resolved...
Step 2: Director of Student Data Services/Residency; if not resolved...
Step 3: Assistant Superintendent for Personnel & Educational Operations
Step 4: Superintendent

**BUILDINGS - SCHEDULING & USE OF FACILITIES**
Step 1: Plant Facilities Director, if not resolved...
Step 2: Deputy Superintendent; if not resolved...
Step 3: Superintendent

**EMPLOYMENT AND CERTIFICATION**
Step 1: OPAS/ District Website
Step 2: Contact Personnel Office

**SCHOOL PERSONNEL**
Step 1: Building Administrator; if not resolved...
Step 2: Assistant Superintendent for Personnel & Educational Operations; if not resolved...
Step 3: Superintendent

**CO-CURRICULAR PROGRAMS**
Step 1: Activity Advisor; if not resolved...
Step 2: Building Administrator; if not resolved...
Step 3: Assistant Superintendent for Curriculum & Instruction
Step 4: Superintendent

**GUIDANCE**
Grades and/or Schedules
For Grades K-5:
Step 1: Teacher; if not resolved...
Step 2: Building Principal; if not resolved
Step 3: Director of Guidance; if not resolved
Step 4: Assistant Superintendent for Curriculum & Instruction
Step 5: Superintendent

For Grades 6-12:
Step 1: Teacher; if not resolved...
Step 2: Guidance Counselor
Step 3: Director of Guidance
Step 4: Building Administrator; if not resolved...
Step 5: Assistant Superintendent for Curriculum & Instruction
Step 6: Superintendent

**SECURITY CONCERNS:**
Step 1: Director of Security - 631-620-7210, if not resolved...
Step 2: Deputy Superintendent; if not resolved...
Step 3: Superintendent

**COMPLIANCE**
504 Compliance Officer - District Administrator for Special Education
Title IX Compliance Officer - Asst. Superintendent for Personnel & Deputy Superintendent
Medicare Compliance Officer - District Administrator for Special Education
Age Discrimination Act of 1975 Compliance Officer - Asst. Superintendent for Personnel and Educational Operations
Civil Rights Compliance Officer - Asst. Superintendent for Personnel & Educational Operations
Civil Rights Data Compliance Officer - Director of Technology

**SPECIAL EDUCATION**
Step 1: Teacher; if not resolved...
Step 2: Building Psychologist; if not resolved...
Step 3: Building Administrator; if not resolved...
Step 4: Assistant to the Administrator for Special Education; if not resolved...
Step 5: District Administrator for Special Education; if not resolved...
Step 6: Superintendent

**CURRICULUM & INSTRUCTION**
Subject matter being taught, teaching strategies, textbooks & materials, etc.
For Grades K-12:
Step 1: Classroom Teacher; if not resolved...
Step 2: Director
Step 3: Building Assistant Principal (K-12) / Principal (K-5); if not resolved
Step 4: Principal (6-12); if not resolved
Step 5: Assistant Superintendent for Curriculum & Instruction
Step 6: Superintendent

**MEDICAL CONCERNS**
Step 1: School Nurse; if not resolved...
Step 2: Director of Athletics; if not resolved...
Step 3: Assistant Superintendent for Personnel & Educational Operations; if not resolved...
Step 4: Superintendent

**TRANSPORTATION**
Step 1: Bus Driver; if not resolved...
Step 2: Director of Transportation (pick up/ drop off or route concerns, Building Administrator (behavior concerns); if not resolved...
Step 3: Deputy Superintendent; if not resolved...
Step 4: Superintendent

If your issue has not been resolved after following the appropriate steps in the communication protocol, you may contact the Board of Education by contacting the District Clerk by phone (631-620-7012) or via email to: DistrictClerk@northbabylonschools.net