

RHS Chain of Communication

WHOM DO I CALL WITH A QUESTION OR SUGGESTION?

Ridgefield High School's communication protocols are designed to foster direct, open, and respectful interactions, ensuring that problems and concerns are resolved quickly and efficiently. The protocol prioritizes involving the staff member closest to the situation, as they typically possess the most relevant information. In some instances, additional personnel may be involved to address specific situations. For different topics, appropriate communication channels are provided below.

We highly encourage parents and residents to ask any questions they may have concerning school matters. We value your feedback and are committed to maintaining transparent and effective communication within our school community. The RHS Teacher and Staff Directory can be found here: https://rhs.ridgefield.org/Teachers_Staff_Directory

Athletics:

STEP 1: Coach; if not resolved... STEP 2: Director of Athletics; if not resolved... STEP 3: Assistant Principal; if not resolved... STEP 4: Building Principal

Attendance

STEP 1: RHS Attendance Office; if not resolved... STEP 2: Grade Level Dean and/or School Counselor; if not resolved... STEP 3: Assistant Principal; if not resolved... STEP 4: Building Principal

Classroom issues involving an Individual Child (classroom procedures, behavior, grades, schedule, etc.)

OR

Curriculum and Instruction (subject matter being taught, teaching strategies, textbooks and materials used, etc.)

STEP 1: Classroom Teacher; if not resolved... STEP 2: Department Chairperson/Leader; if not resolved... STEP 3: Assistant Principal; if not resolved... STEP 4: Building Principal

Counseling

STEP 1: School Counselor; if not resolved... STEP 2: Counseling Supervisor; if not resolved... STEP 3: Assistant Principal; if not resolved... STEP 4: Building Principal

Medical Concerns

STEP 1: School Nurse; if not resolved... STEP 2: Director of Nursing Services

Open Campus

STEP 1: RHS Attendance Office; if not resolved... STEP 2: Grade Level Dean; if not resolved... STEP 3: Assistant Principal; if not resolved... STEP 4: Building Principal

Other School Activities

STEP 1: Activity Advisor; if not resolved... STEP 2: Student Life Coordinator; if not resolved... STEP 3: Assistant Principal; if not resolved... STEP 4: Building Principal

Other Transportation Concerns (Behavior on school buses, etc.)

STEP 1: Grade level Dean and/or School Counselor; if not resolved... STEP 2: Assistant Principal; if not resolved... STEP 3: Building Principal

Parking

STEP 1: RHS Main Office Administrative Assistant; if not resolved... STEP 2: Grade Level Dean; if not resolved... STEP 3: Assistant Principal; if not resolved... STEP 4: Building Principal

Residency

STEP 1: School Counselor; if not resolved... STEP 2: Counseling Supervisor; if not resolved... STEP 3: Assistant Principal; if not resolved... STEP 4: Building Principal

School Personnel

STEP 1: Supervisor; if not resolved... STEP 2: Building Administrator (Assistant Principal/AD); if not resolved... STEP 3: Building Principal

Social Work/Psychology

STEP 1: Social Worker/School Psychologist; if not resolved... STEP 2: RHS Special Education Supervisor; if not resolved... STEP 3: Assistant Principal; if not resolved... STEP 4: Building Principal

Special Education:

STEP 1: Teacher or Service Provider; if not resolved... STEP 2: Case Manager; if not resolved... STEP 3: Special Education Supervisor; if not resolved... STEP 4: Assistant Principal; if not resolved... STEP 5: Building Principal

Special Education Transportation

STEP 1: Case Manager; if not resolved... STEP 2: Special Education Supervisor; if not resolved... STEP 3: District Transportation Manager

Transportation (Pickup, route problems, etc.)

STEP 1: District Transportation Director

Use of Building/Field Requests:

STEP 1: RHS Student Life Office/Athletics Office; if not resolved... STEP 2: Assistant Principal/Athletics Director; if not resolved... STEP 3: Building Principal