

**NASHOBA**  
**Regional School District**  
**Communication Protocol**

Communication is key to great organizations thriving. Schools must have input from and to parents, students, and community members to ensure that they are responsive to needs. This page is devoted to helping our stakeholders participate in two way communication.

Our policies speak to starting at the first entry point of the question or concern. For most circumstances it is the classroom teacher or specialist who is providing the direct service to a student. All inquiries should be responded to within 24 hour business hours by telephone or email, depending on the medium of the inquiry. It is always helpful to use the teacher’s website as a first place to learn background or context that may inform the answer or provide better context for the conversation needing to take place.

Each employee of the district is responsible for carrying out the student policies of the district through the procedures spelled out in the handbook at each school. The school principal is responsible for ensuring consistency and accountability.

The following is a road map to topics that might arise and direct you where to start. Directories are provided on each school website found at [www.nrsd.net](http://www.nrsd.net).

| <b>Topic</b>                   | <b>First Contact</b>        | <b>Second Contact</b>         | <b>Third Contact</b>     | <b>Fourth Contact</b> |
|--------------------------------|-----------------------------|-------------------------------|--------------------------|-----------------------|
| Academic Progress              | Classroom Teacher           | Assistant Principal           | Principal                | Superintendent        |
| Athletics                      | Director of Athletics       | Principal                     | Assistant Superintendent | Superintendent        |
| Attendance (Reporting Absence) | Website Link                | School Nurse                  | School Secretary         |                       |
| Bus Behavior                   | Assistant Principal         | Principal                     | Superintendent           |                       |
| Bus Stop                       | First Student               | Superintendent                |                          |                       |
| Classroom                      | Teacher                     | Assistant Principal           | Principal                |                       |
| Class Placement                | Principal                   |                               |                          |                       |
| Extended Learning              | Site Coordinator            | District Coordinator          |                          |                       |
| Extracurricular Activities     | Advisor                     | Assistant Principal           | Principal                |                       |
| Health                         | School Nurse                | Coordinator of Student Health |                          |                       |
| Home School                    | Superintendent              |                               |                          |                       |
| Kindergarten Registration      | Early Childhood Coordinator | Assistant Principal           | Principal                |                       |

|   |                             |  |                     |                               |
|---|-----------------------------|--|---------------------|-------------------------------|
| Pre School (Registration, Curriculum, Services) | Early Childhood Coordinator | Assistant Principal                        | Principal           | Director of Special Education |
| Policy  | Principal                   | Superintendent                             | School Committee    |                               |
| School Nutrition Services (SNS)                 | SNS School Manager          | SNS District Coordinator                   | Principal           | Superintendent                |
| Section 504 / Americans with Disabilities       | Teacher                     | Coordinator of Student Health and Wellness | Principal           | Superintendent                |
| Social and Emotional Questions or Concerns      | Teacher                     | Interventionist (PK-8); Guidance (9-12)    | Assistant Principal | Principal                     |
| Special Education Referral                      | Teacher                     | Assistant Principal                        | Principal           | Director of Special Education |
| Staff Concerns                                  | Staff Member                | Principal                                  | Superintendent      |                               |
| Student Records                                 | School Secretary            |  |                     |                               |
| <b>District Contacts</b>                        |                             |  |                     |                               |
| ELA Curriculum                                  | pocconor@nrsd.net           | mwood@nrsd.net                             |                     |                               |
| STEM Curriculum                                 | rbenoit@nrsd.net            | mwood@nrsd.net                             |                     |                               |
| Digital Learning                                | clarsen@nrsd.net            | mwood@nrsd.net                             |                     |                               |
| Enrichment                                      | ldwyer@nrsd.net             | mwood@nrsd.net                             |                     |                               |
| Finance   | gking@nrsd.net              | mwood@nrsd.net                             |                     |                               |
| Human Resources (HR)                            | mvisco@nrsd.net             | gking@nrsd.net                             | mwood@nrsd.net      |                               |
| Facilities Rentals                              | jkyle@nrsd.net              | rmaglione@nrsd.net                         | wcleary@nrsd.net    | gking@nrsd.net                |
| Facilities / Fields Maintenance                 | rmaglione@nrsd.net          | wcleary@nrsd.net                           | gking@nrsd.net      |                               |
| Student Health                                  | School Nurse                | Coordinator of Student Health              |                     |                               |

All staff can be emailed using their first initial, last name @nrsd.net (ex. Michael Wood is [mwood@nrsd.net](mailto:mwood@nrsd.net)) You may call 978-779-0539 to get a directory for any of our schools or the district's main office.