



# Netcong Elementary School Communication Protocol

Netcong School District values open communication and seeks to provide a detailed chain of command to assist parents and community members in addressing concerns and obtaining information. We have developed a communication protocol that supports direct, respectful interactions to resolve matters in an effective and timely manner. When a question or concern arises, the first point of contact listed below usually possesses the information to assist. We recognize that there may be times when the involvement of additional personnel is necessary; therefore, the steps of the communication protocol will ensure that you reach the appropriate contact(s).

### Classroom Instruction and Curriculum

STEP 1	STEP 2	STEP 3	STEP 3
Classroom Teacher	Supervisor of Curriculum, Instruction, & Assessment (Mrs. Rider)	School Principal	Superintendent

### Special Education, 504 Plans and IEPs

STEP 1	STEP 2	STEP 3	STEP 4	STEP 5
<u>Special Education/IEP's:</u> Classroom Teacher or Specialist	<u>Special Education/IEP's:</u> Case Manager	<u>Special Education/IEP's:</u> Special Education Coordinator (Mrs. Henry)	<u>Special Education/IEP's:</u> School Principal	<u>Special Education/IEP's:</u> Superintendent
<u>504's:</u> Classroom Teacher	<u>504's:</u> Mrs. Guido – Counselor and 504 Monitor	<u>504's:</u> Building Principal	<u>504's:</u> Superintendent	

**English Language Learners (ELL)**

<b>STEP 1</b>	<b>STEP 2</b>	<b>STEP 3</b>	<b>STEP 3</b>
Classroom Teacher	ESL Teacher	School Principal	Superintendent

**School Counseling and Related Services**

<b>STEP 1</b>	<b>STEP 2</b>	<b>STEP 3</b>
School Counselor or School Social Worker	School Principal	Superintendent

**Medical Concerns**

<b>STEP 1</b>	<b>STEP 2</b>	<b>STEP 3</b>
School Nurse	Building Principal	Superintendent

**HIB Reporting**

<b>STEP 1</b>	<b>STEP 2</b>	<b>STEP 3</b>	<b>STEP 4</b>
Classroom Teacher	School Anti-Bullying Specialist	Building Principal / District Anti-Bullying Coordinator	Superintendent

**Residency**

STEP 1	STEP 2	STEP 3
Mrs. Dilley – Main Office	School Principal	Superintendent of Schools

**Budget, Business Office Operations, OPRA Requests, Board of Education**

STEP 1	STEP 2	STEP 3
Assistant to the Business Administrator/Board Secretary	Business Administrator/Board Secretary	Superintendent

**Athletics/Extra-Curricular Activity or Club**

STEP 1	STEP 2	STEP 3
Coach or Club Advisor	Principal	Superintendent