

## Kingsway Regional School District Chain of Communication

Kingsway Regional School District’s core values invite a partnership with families and the community as we work collaboratively for the betterment of our students. Our faculty, staff, and administrators communicate often to keep families informed. Despite our very best efforts, questions and concerns do arise. To ensure the success of our students, we ask that the District's Chain of Communication below be followed when a question or concern arises on various matters.

On matters involving...	Chain of Communication
<b><i>Grades/Academic Progress, Classroom Management, Discipline, School Safety &amp; Security, Bullying, Clubs &amp; Activities, Classroom Instruction, Middle School Teaming, Teacher Requests</i></b>	<ol style="list-style-type: none"> <li>1. Classroom Teacher (<i>Team Leader if applicable</i>) or Club Advisor</li> <li>2. Assistant Principal</li> <li>3. Principal</li> <li>4. Superintendent</li> </ol>
<b><i>Course Placement, Student Schedules, 504, Counselor Assignments, Social/Emotional/Behavioral/Academic Supports</i></b>	<ol style="list-style-type: none"> <li>1. School Counselor and/or Case Manager (<i>If the child has an IEP</i>)</li> <li>2. Director of School Counseling</li> <li>3. Principal</li> <li>4. Superintendent</li> </ol>
<b><i>Curriculum, Curricular Resources, Schoology, Program Placement (i.e., Academies, School of Health Professions, NJROTC, Team Scholastics, Middle School Math placement, etc.)</i></b>	<ol style="list-style-type: none"> <li>1. School Counselor and/or Case Manager (<i>If the child has an IEP</i>)</li> <li>2. Content or Program Supervisor</li> <li>3. Chief Academic Officer</li> <li>4. Superintendent</li> </ol>
<b><i>Individualized Education Plan (IEP) and/or Related Special Education Services, Case Manager Assignments</i></b>	<ol style="list-style-type: none"> <li>1. Case Manager</li> <li>2. Director of Special Services</li> <li>3. Principal</li> <li>4. Superintendent</li> </ol>
<b><i>Athletics</i></b>	<ol style="list-style-type: none"> <li>1. Coach (student)</li> <li>2. Coach (parent/guardian)</li> <li>3. Director of Athletics</li> <li>4. Superintendent</li> </ol>
<b><i>Facilities, Food Service, Transportation</i></b>	<ol style="list-style-type: none"> <li>1. Buildings and Grounds, Food Service, or Transportation Supervisor</li> <li>2. Business Administrator</li> <li>3. Superintendent</li> </ol>
<b><i>Technology/Chromebooks</i></b>	<ol style="list-style-type: none"> <li>1. <a href="#">Use of Technology Ticketing System</a></li> <li>2. Assistant Principal</li> <li>3. Principal</li> <li>4. Superintendent</li> </ol>