



THE SCHOOL DISTRICT OF
**South Orange
& Maplewood**

Communication Protocol for Concerns and Information

Contacting the South Orange & Maplewood School District

The **South Orange & Maplewood School District** values open communication and seeks to provide a detailed chain of command to assist families and community members in addressing concerns and obtaining information. We have developed a communication protocol that facilitates direct and 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). Visit the **district staff directory** for direct listings of district contacts.



To Report Your Child Absent

STEP 1	STEP 2	STEP 3
Main Office (Pre K)	Main Office (Elementary)	Main Office (Secondary) or PowerSchool Attendance Information

Classroom Instruction and Curriculum

STEP 1	STEP 2	STEP 3	STEP 4
Classroom Teacher	Assistant Principal/School Principal	Content Supervisor Curriculum & Instruction	Assistant Superintendent for Curriculum & Instruction Curriculum & Instruction

Special Education/IEPs

STEP 1	STEP 2	STEP 3	STEP 4	STEP 5
Classroom Teacher or Specialist	Case Manager	School Principal	District Supervisor 🔗 Department Contacts and Structure	Assistant Superintendent for Special Services 🔗 Department Contacts and Structure

504 Plans

STEP 1	STEP 2	STEP 3	STEP 4	STEP 5
Classroom Teacher	Assistant Principal	School Principal	Assistant Superintendent for Special Services 🔗 Department Contacts and Structure	Superintendent 🔗 Office of the Superintendent

Multilingual Learners (ML)

STEP 1	STEP 2	STEP 3	STEP 4	STEP 5
Classroom Teacher/ ML Teacher	Assistant Principal	School Principal	ML Supervisor 🔗 Curriculum & Instruction	Assistant Superintendent for Curriculum & Instruction 🔗 Curriculum & Instruction

School Counseling and Related Services (6-12th Grade)

STEP 1	STEP 2	STEP 3	STEP 4
School Counselor	Assistant Principal	School Principal	Director of School Counseling columbia.somsk12.org/counseling

Medical Concerns

STEP 1	STEP 2	STEP 3	STEP 4
School Nurse	School Principal	Supervisor of PE, Health, and Nursing	Assistant Superintendent of Schools Office of the Assistant Superintendent

HIB Reporting

STEP 1	STEP 2	STEP 3	STEP 4
School Counselor/Anti-Bullying Specialist	Assistant Principal	School Principal	District Anti-Bullying Coordinator Office of the Assistant Superintendent

Residency

STEP 1	STEP 2	STEP 3	STEP 4
School Main Office	School Principal	Registration/Central Office Registration	Director of Data, Planning, Research, and Evaluation

Athletics/Co-Curricular Activities

STEP 1	STEP 2	STEP 3
Head Coach/Advisor	Athletic Director Athletics - Columbia High School	School Principal




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

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



Facility Usage Request (Utilizing School Facilities)

STEP 1	STEP 2	STEP 3
Complete Online Form & Submit Facility Use Instructions	Business Office Business Office	Business Administrator Business Office



Transportation

STEP 1	STEP 2	STEP 3	STEP 4
Assistant Principal/ School Principal	District Transportation Coordinator  Transportation	Business Administrator  Business Office	Assistant Superintendent of Schools / Superintendent  Office of the Superintendent

Building Safety Issues

STEP 1	STEP 2	STEP 3
School Principal	Director of Facilities  Long Range Facilities Plan and Facilities Management	Business Administrator  Business Office

Board recognitions, social media requests, and press inquiries

STEP 1	STEP 2	STEP 3
School Principal	Director of Communications  Media Requests	Superintendent  Setting the Record Straight - Superintendent's Communications

*Title IX and Affirmative Action Officer: Assistant Superintendent of Schools



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**525 Academy Street
Maplewood, New Jersey 07040**

www.somsk12.org (previously somsd.k12.nj.us)

Instagram: @somsk12

Facebook: @somsk12

Contact the District

information@somsd.k12.nj.us

(973) 762- 5600

somsk12.org/directory