Byram Township School District
Communication Protocol

The Byram Township 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).

Staff Directory

To Report Your Child Absent

STEP 1	STEP 2	STEP 3
You can report your child absent by doing one of the following: 1. E-mail: attendance@byramschools.org and provide information (this email will be utilized for attendance tracking for both schools by our attendance officer). 2. Login to the Genesis Parent Portal and report the absence following the steps below. 3. Call the main office at the school.	1. Upload any doctor or medical note into the Genesis portal for the absence to be reviewed for excusal or 2. Email the note to attendance@byramschools.org	Call the school nurse with any questions pertaining to medical notes

Changes to pick-up must be entered by:

BIS= 2:00pm
BLES= 3:00pm

To Revise Your Child's Afternoon Normal Pickup Routine

STEP 1	STEP 2
Login to Pick Up Patrol and enter the change	Contact the main office of your child's school with any concerns or questions

Classroom Instruction and Curriculum

STEP 1	STEP 2	STEP 3	STEP 4
Classroom Teacher	School Principal	Director of Curriculum, Instruction, & Technology	Superintendent

Special Education/IEPs

STEP 1	STEP 2	STEP 3	STEP 4	STEP 5
Classroom Teacher or Specialist	Case Manager	Special Education Supervisor	School Principal	Superintendent

504 Plans

STEP 1	STEP 2	STEP 3	Step 4	STEP 5
Classroom Teacher	School Counselor/504 Coordinator	School Principal	Director of Curriculum, Instruction, & Technology	Superintendent

English Language Learners (ELL)

STEP 1	STEP 2	STEP 3	STEP 4	STEP 5
Classroom Teacher	Building Spanish Teacher or Interventionist	School Principal	Director of Curriculum, Instruction, & Technology	Superintendent

School Counseling and Related Services

STEP 1	STEP 2	STEP 3	STEP 4
School Counselor	School Principal	Director of Curriculum, Instruction, & Technology	Superintendent

Medical Concerns

STEP 1	STEP 2	STEP 3
School Nurse	School Principal	Superintendent

HIB Reporting

STEP 1	STEP 2	STEP 3	STEP 4
School Counselor/Anti-Bullying Specialist	Dean of Students/District Anti-Bullying Coordinator	School Principal	Superintendent

Residency

STEP 1	STEP 2	STEP 3
School 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

Facility Usage Request (Utilizing School Facilities)

STEP 1	STEP 2	STEP 3
Click Here. Complete Form & Submit to the Superintendent's Office	Contact Administrative Assistant to Superintendent with Any Questions	Superintendent

Athletics

STEP 1	STEP 2	STEP 3
Head Coach	School Principal	Superintendent

Co-Curricular Activities

STEP 1	STEP 2	STEP 3
Advisor/Instructor	School Principal	Superintendent

Transportation

STEP 1	STEP 2	STEP 3	STEP 4
Bus Driver	School Principal	Business Administrator	Superintendent

Building Safety Issues

STEP 1	STEP 3	STEP 4
Building Principal	Business Administrator	Superintendent

Title IX and Affirmative Action Officer: School Business Administrator