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## Highland Park School District Chain of Communication

### Effectively communicate with your school district's educational professionals to resolve questions, concerns, or problems

It's helpful to recognize the roles educators in the Highland Park School District play so parents and guardians can resolve problems effectively. Below are charts that show the sequence of communicating with each district professional when a question, concern, or problem arises.

The easiest way to communicate with school district employees is by email (please see the respective email addresses listed below). A phone call by using the district's main number- 732-572-2400- would be the next preferable way to communicate.

#### Discipline- Irving and Bartle Schools

| Step                     | Who to Contact   |
|--------------------------|--|
| Step 1<br>Teacher        | Each school website has a staff directory that provides the email address and phone extension for the teacher  |
| Step 2<br>Principal      | <b>Irving School Principal</b><br>732-572-2400, extension 1001<br><b>Bartle School</b><br>732-572-2400, extension 2001<br><b>Middle School</b><br>732-572-2400, extension 3401<br><b>High School</b><br>732-572-2400, extension 3001 |
| Step 3<br>Superintendent | 732-572-2400, extension 2813   |

### Discipline-Middle and High Schools

| Step                          | Who to Contact  |
|-------------------------------|---|
| Step 1<br>Teacher             | Each school website has a staff directory that provides the email address and phone extension for the teacher           |
| Step 2<br>Assistant Principal | <p><b>Middle School</b><br/>732-572-2400, extension 3413</p> <p><b>High School</b><br/>732-572-2400, extension 3002</p> |
| Step 3<br>Principal           | <p><b>Middle School</b><br/>732-572-2400, extension 3401</p> <p><b>High School</b><br/>732-572-2400, extension 3001</p> |
| Step 4<br>Superintendent      | 732-572-2400, extension 2813  |

### Curriculum, Instruction, and Assessment

| Step                            | Who to Contact   |
|---------------------------------|--|
| Step 1<br>Teacher               | Each school website has a staff directory that provides the email address and phone extension for the teacher  |
| Step 2<br>Curriculum Supervisor | <p><b>Science, technology, and mathematics-</b><br/>732-572-2400, extension 2813</p> <p><b>English language arts, social studies, world language, fine and performing arts, ESL</b><br/>732-572-2400, extension 2813</p> <p><b>Physical education, health, and gifted/talented-</b><br/>732-572-2400, extension 2813</p> |
| Step 3<br>Principal             | <p><b>Irving School</b><br/>732-572-2400, extension 1001</p> <p><b>Bartle School</b><br/>732-572-2400, extension 2001</p> <p><b>Middle School</b><br/>732-572-2400, extension 3401</p>   |

|                          |  |
|--------------------------|--|
|                          | <b>High School</b><br>732-572-2400, extension 3001 |
| Step 4<br>Superintendent | 732-572-2400, extension 2813                       |

**Extracurricular Activities- Irving and Bartle Schools**

| <b>Step</b>              | <b>Who to Contact</b>  |
|--------------------------|--|
| Step 1<br>Principal      | <b>Irving School</b><br>732-572-2400, extension 1001<br><br><b>Bartle School</b><br>732-572-2400, extension 2001 |
| Step 2<br>Superintendent | 732-572-2400, extension 2813   |

**Extracurricular Activities- Middle and High Schools**

| <b>Step</b>                   | <b>Who to Contact</b>  |
|-------------------------------|--|
| Step 1<br>Assistant Principal | <b>Middle School</b><br>732-572-2400, extension 3413<br><br><b>High School</b><br>732-572-2400, extension 3002 |
| Step 2<br>Principal           | <b>Middle School</b><br>732-572-2400, extension 3401<br><br><b>High School</b><br>732-572-2400, extension 3001 |
| Step 3<br>Superintendent      | 732-572-2400, extension 2813   |

**School Athletics**

| <b>Step</b>                    | <b>Who to Contact</b>        |
|--------------------------------|------------------------------|
| Step 1<br>Athletic Coordinator | 732-572-2400, extension 3245 |

|                          |  |
|--------------------------|--|
| Step 2<br>Principal      | <b>Middle School</b><br>732-572-2400, extension 3401 |
|                          | <b>High School</b><br>732-572-2400, extension 3001   |
| Step 3<br>Superintendent | 732-572-2400, extension 2813                         |

### Special Education

| Step  | Who to Contact  |
|---|---|
| Step 1<br>Irving and Bartle Schools<br>Child Study Team | <b>Irving and Bartle</b><br>732-572-2400, extension 1201<br><br><b>Middle and High School</b><br>732-572-2400, extension 3625 |
| Step 2<br>Supervisor of Educational<br>Services         | 732-572-2400, extension 3028  |
| Step 3<br>Director of Educational<br>Services           | 732-572-2400, extension 1201  |
| Step 4<br>Superintendent                                | 732-572-2400, extension 2813  |

### 504 Plan

| Step                         | Who to Contact  |
|------------------------------|---|
| Step 1<br>Guidance Counselor | <b>Irving</b><br>732-572-2400, extension 1017<br><br><b>Bartle School</b><br>732-572-2400, extension 2007<br><br><b>Middle School</b><br>732-572-2400, extension 3426<br><br><b>High School</b><br>732-572-2400, extension 3006 |

|  |                              |
|--|------------------------------|
| Step 2<br>Supervisor of Educational Services | 732-572-2400, extension 3028 |
| Step 3<br>Director of Educational Services   | 732-572-2400, extension 1201 |
| Step 4<br>Superintendent                     | 732-572-2400, extension 2813 |

### After-Care

| Step                              | Who to Contact   |
|-----------------------------------|--|
| Step 1<br>After-Care Site Manager | <b>Irving</b><br>732-572-2400, extension 1001<br><b>Bartle</b><br>732-572-2400, extension 2001               |
| Step 2<br>Principal               | <b>Irving School</b><br>732-572-2400, extension 1001<br><b>Bartle School</b><br>732-572-2400, extension 2001 |
| Step 4<br>Superintendent          | 732-572-2400, extension 2813   |

### Transportation

| Step                                | Who to Contact               |
|-------------------------------------|------------------------------|
| Step 1<br>Business Office Secretary | 732-572-2400, extension 2818 |