

REGULATION

9130.1 COMMUNICATION PLAN

Parents are valuable partners in the education process. Many parent and community questions are easily and completely answered by communicating directly with the educator in charge of the class or program.

Parents are advised to contact their child's teacher(s) via voice mail and / or email when a question or concern arises. Communication is expected to be professional and respectful and aim for a collaborative approach to seeking answers or resolving concerns.

District staff members will make a concerted effort to field all parent inquiries within a 24 hour time period, based on school in-session days (when teacher is not absent), unless otherwise informed. Responses will be made within school hours.

Please note that staff members are not permitted to contact parents during instructional time and; thereby, may not get back to you immediately during the school day. Staff members are also not expected to check voice mail or email during the evenings, school holidays, or weekends.

In the event of an emergency during the school day, please contact the Main Office, where you can leave a message that will be delivered to the teacher.

Should your child's teacher(s) not be able to assist in answering your question or addressing your concern satisfactorily, please follow the "chain of communication" denoted below. This also serves as a resource to parents and community members regarding communications with various departments for specific concerns or questions.

In accordance with Rumson Board of Education Policy #9130, a "chain of communication" has been established to model where to begin the communication sequence regarding a question or concern.

If you have questions or concerns regarding curriculum, instruction, intervention services or assessments:

1. The student, if age-appropriate, speaks to the teacher.
2. The parent contacts the teacher. If special education, the CST case manager will be consulted.
3. The parent contacts the Supervisor of Curriculum, Instruction, Intervention, & Assessment.
4. The parent contacts the principal.
5. The parent contacts the Superintendent.

If you have questions or concerns regarding student discipline:

1. The student, if age-appropriate, speaks to the teacher.
 2. The parent contacts the teacher. If special education, the CST case manager will be consulted.
 3. The parent contacts the assistant principal.
 4. The parent contacts the principal.
 5. The parent contacts the Superintendent.
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COMMUNITY
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Communication Plan

If you have questions or concerns regarding harassment, intimidation, or bullying:

1. The student, if age-appropriate, speaks to the teacher and/or guidance counselor.
2. The parent contacts the Anti-Bullying Coordinator/assistant principal.
3. The parent contacts the principal.
4. The parent contacts the Superintendent.

If you have questions or concerns regarding student's social interactions, emotional wellness, or 504s:

1. The student, if age-appropriate, speaks to the teacher and/or guidance counselor.
2. The parent contacts the teacher. If special education, the CST case manager will be consulted.
3. The parent contacts the Director of Student Services.
4. The parent contacts the principal.
5. The parent contacts the Superintendent

If you have questions or concerns regarding student's IEP or special education services:

1. The student, if age-appropriate, speaks to the teacher and/or CST case manager.
2. The parent contacts the teacher. If special education, the CST case manager will be consulted.
3. The parent contacts the Director of Student Services
4. The parent contacts the principal.
5. The parent contacts the Superintendent

If you have questions or concerns regarding athletics, extracurricular activities or school events:

1. The student, if age-appropriate, speaks to the advisor/coach.
2. The parent contacts the advisor/coach. If special education, the CST case manager will be consulted.
3. The parent contacts the Athletic Coordinator.
4. The parent contacts the principal.
5. The parent contacts the Superintendent.

If you have questions or concerns regarding transportation, food services, financial services:

1. The parent contacts the School Business Office.
2. The parent contacts the Superintendent.

If you have questions or concerns regarding facilities and grounds:

1. The parent contacts the Supervisor of Buildings and Grounds.
2. The parent contacts the Superintendent.

Contact Information for Chain of Command can be found on the district website.

Adopted: 25 September 2024
