

## **Willingboro Public School District** **Parental Communication Protocols**

*This document is designed to offer you the most effective path to resolving any issue you may encounter with your child's educational experience. Please follow these important steps in our staff hierarchy to ensure your concern is handled in an efficient manner. We value continued collaboration at every level.*

### **On matters involving curriculum, instruction, and grades at your child's school:**

1. Classroom Teacher
2. Case Manager if your child has an IEP
3. Supervisor of the Content Area/Senior Lead Educator of Special Services
4. Assistant Principal/Lead Educator (if your child's school has one)/ Principal
5. Assistant Superintendent of Curriculum and Instruction
6. Superintendent

### **On matters involving student discipline or behavioral concerns at your child's school:**

1. Classroom Teacher
2. Case Manager if your child has an IEP
3. Climate and Culture Specialist/Guidance Counselor
4. Dean of Students
5. Assistant Principal (if your child's school has one)/ Principal
6. Assistant Superintendent of Operations
7. Superintendent

### **On matters involving student social or emotional concerns:**

1. Climate and Culture Specialist/Guidance Counselor/ Teacher/ or Case Manager if your child has an IEP
2. Supervisor of Guidance/ Senior Lead Educator of Special Services if your child has an IEP
3. Assistant Principal (if your child's school has one)/ Principal
4. Director of Special Services if your child has an IEP
5. Assistant Superintendent of Operations
6. Superintendent

### **On matters involving IEPs and Special Education services:**

1. Case Manager/ Teacher
2. Senior Lead Educator of Special Services
3. Assistant Principal (if your child's school has one)/ Principal
4. Director of Special Services
5. Superintendent

### **On matters involving Course Placement, including Honors, at the High School or Middle School:**

1. Classroom Teacher
2. School Counselor
3. Assistant Principal (if your child's school has one)/ Principal
4. Assistant Superintendent of Curriculum and Instruction
5. Superintendent

### **On matters involving facilities and grounds:**

1. Assistant Principal (if your child's school has one)/ Principal
2. Facilities Manager (Buildings and Grounds)
3. Business Administrator
4. Superintendent

### **On matters involving school security:**

1. Assistant Principal (if your child's school has one)/ Principal
2. Director of Security
3. Business Administrator
4. Superintendent

### **On matters involving athletics or co-curricular activities:**

1. Coach/Advisor
2. Athletic Director
3. Assistant Principal (if your child's school has one)/ Principal
4. Assistant Superintendent of Curriculum and Instruction
5. Superintendent

### **On matters involving Parent Portal access:**

1. Student Information Systems: [cedwards@wboe.net](mailto:cedwards@wboe.net)

### **On matters involving technology concerns:**

1. Technology Department: [sdallas@wboe.net](mailto:sdallas@wboe.net)