

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 school’s main numbers- Irving School – 732-572-1205, Bartle School – 732-572-4100, Middle School 732-572-2401 and the High School 732-572-2400- would be the next preferable way to communicate.

Discipline- Irving and Bartle Schools

Step	Who to Contact
Step 1 Teacher	Each school website has a staff directory that provides the email address and phone extension for the teacher
Step 2 Principal	<p>Irving School Principal 732-572-1205, extension 1001</p> <p>Bartle School 732-572-4100, extension 2001</p> <p>Middle School 732-572-2401, extension 3001</p> <p>High School 732-572-2400, extension 4001</p>
Step 3 Superintendent	732-572-6990, extension 5813

Discipline-Middle and High Schools

Step	Who to Contact
Step 1 Teacher	Each school website has a staff directory that provides the email address and phone extension for the teacher
Step 2 Assistant Principal	<p>Middle School 732-572-2401, extension 3097</p> <p>High School 732-572-2400, extension 4097</p>
Step 3 Principal	<p>Middle School 732-572-2401, extension 3001</p> <p>High School 732-572-2400, extension 4001</p>
Step 4 Superintendent	732-572-6990, extension 5813

Curriculum, Instruction, and Assessment

Step	Who to Contact
Step 1 Teacher	Each school website has a staff directory that provides the email address and phone extension for the teacher
Step 2 Curriculum Supervisor	<p>Science, technology, and mathematics- 732-572-6990, extension 5849</p> <p>English language arts, social studies, world language, fine and performing arts, ESL 732-572-6990, extension 5848</p> <p>Physical education, health, and gifted/talented-732-572-6990, extension 5848</p>
Step 3 Principal	<p>Irving School 732-572-1205, extension 1001</p> <p>Bartle School 732-572-4100, extension 2001</p> <p>Middle School 732-572-2401, extension 3001</p>

	High School 732-572-2400, extension 4001
Step 4 Superintendent	732-572-6990, extension 5813

Extracurricular Activities- Irving and Bartle Schools

Step	Who to Contact
Step 1 Principal	Irving School 732-572-1205, extension 1001 Bartle School 732-572-4100, extension 2001
Step 2 Superintendent	732-572-6990, extension 5813

Extracurricular Activities- Middle and High Schools

Step	Who to Contact
Step 1 Assistant Principal	Middle School 732-572-2401, extension 3097 High School 732-572-2400, extension 4097
Step 2 Principal	Middle School 732-572-2401, extension 3001 High School 732-572-2400, extension 4001
Step 3 Superintendent	732-572-6990, extension 5813

School Athletics

Step	Who to Contact
Step 1 Athletic Coordinator	732-572-2400, extension 4016

Step 2 Principal	Middle School 732-572-2401, extension 3001
	High School 732-572-2400, extension 4001
Step 3 Superintendent	732-572-6990, extension 5813

Special Education

Step	Who to Contact
Step 1 Irving and Bartle Schools Child Study Team	Irving and Bartle 732-572-6990, extension 5002 Middle and High School 732-572-6990, extension 5003
Step 2 Supervisor of Educational Services	732-572-6990, extension 5001
Step 3 Director of Educational Services	732-572-6990, extension 5002
Step 4 Superintendent	732-572-6990, extension 5813

504 Plan

Step	Who to Contact
Step 1 Guidance Counselor	Irving 732-572-1205, extension 1018 Bartle School 732-572-4100, extension 2018 Middle School 732-572-2401, extension 3018 High School 732-572-2400, extension 4020,4019,4018

Step 2 Supervisor of Educational Services	732-572-6990, extension 5003
Step 3 Director of Educational Services	732-572-6990, extension 5002
Step 4 Superintendent	732-572-6990, extension 5813

After-Care

Step	Who to Contact
Step 1 After-Care Site Manager	Irving 732-572-1205, extension 1001 Bartle 732-572-4100, extension 2001
Step 2 Principal	Irving School 732-572-1205, extension 1001 Bartle School 732-572-4100, extension 2001
Step 4 Superintendent	732-572-6990, extension 5813

Transportation

Step	Who to Contact
Step 1 Business Office Secretary	732-572-6990, extension 5810