

# KINGS ROAD SCHOOL

215 Kings Road  
Madison, NJ 07940  
(973) 593-3117



Kathleen Koop, *Principal*  
Ann Guzewicz, *Secretary*  
Brett Levine, *Guidance Counselor*  
Gerri Moran, *School Nurse*

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## Kings Road School Communication Protocol

To best serve the students of Kings Road School, it is important for parents to understand who to contact in different situations that may arise. Below you will find a communication protocol which is designed to help promote

### **DIRECT, OPEN, AND RESPECTFUL COMMUNICATION**

so that problems and concerns can be worked out quickly and effectively between the parties involved. We strongly encourage parents to follow this protocol. In turn, our staff members pledge to be sensitive to your concerns, to maintain confidentiality and to return calls/emails within 24 hours.

**By working together, we can continue and strengthen our commitment to student success.**

#### **Step One: Teacher**

If you are concerned about an issue involving your child's education, classroom experience, or progress, go right to the source and contact the teacher. Staff emails can be found on the Kings Road School website by clicking [Directory](#). Teachers will make every effort to get back to you within 24 hours. Please be patient. If you do not receive a return email or call within 48 hours, proceed to contacting the office.

#### **or Guidance Counselor**

If you need an update on your child's progress (academic, behavior, or social wellbeing), please contact your child's guidance counselor. Below is the contact information for our counselor. The counselor will make every effort to get back to you within 24 hours. If you do not get a response within 48 hours, proceed to contacting the Kings Road School office.

Mr. Brett Levine  
[levineb@madisonnips.org](mailto:levineb@madisonnips.org)  
973-593-3178 (ext. 5004)

#### **or Case Manager**

If you need assistance regarding the services being offered to your child, please contact your child's case manager. Below is the contact information for the members of our Child Study Team. Case Managers will make every effort to get back to you within 24 hours. If you do not get a response within 48 hours, proceed to contacting Mrs. Katie Nesheiwat, Interim Assistant Director of Special Services.

Mr. Jason Lombardi  
[lombardij@madisonnips.org](mailto:lombardij@madisonnips.org)  
973-593-3178 (ext. 3168)

**Step Two: Principal**

Most problems will likely be resolved by this point. Should you still need further assistance about your situation, please contact the Principal's Office:

Kathleen Koop  
koopk@madisonnjps.org  
973-593-3178 (ext. 7548)

\*\*Those with concerns or issues regarding the Special Services Department, please contact:

Mrs. Katie Nesheiwat  
Interim Assistant Director of Special Services  
[nesheiwatk@madisonnjps.org](mailto:nesheiwatk@madisonnjps.org)  
973-593-3153 (ext. 7003)  
or  
Dr. Carolyn Marano  
Interim Director of Pupil Personnel Services  
[maranoc@madisonnjps.org](mailto:maranoc@madisonnjps.org)  
973-593-3153 (ext. 7003)