**Wall Township School District**

**Office of the Superintendent**

**Dr. Tracy Handerhan**

***Chain of Communication / How to Effectively Communicate with School Officials***

**2022-2023 School Year**

Parents are often discouraged when they attempt to communicate with central office administrators and are sent back to the building-based officials in order to resolve a problem their child may be experiencing in school. To prevent that frustration, parents can become informed about the **“Chain of Communication”**, or where to begin the communication sequence regarding their child’s problem. ***Parents should only contact the Case Manager or Director of Special Services if the parent has a child who is classified.***

Many parental questions are easily and completely answered by communicating directly with the educator in charge of the class or program. Each situation should be addressed at whatever level the initial action was taken with appeals moving on to the next level on the chain of communication. The easiest way to communicate would be by email (please see the respective e-mail addresses listed below). A phone call would be the next preferable way to communicate.

**ELEMENTARY**

***A. On matters involving Elementary School Curriculum and Instruction first contact:***

|  |
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| 1. Classroom Teacher |
| 2. Supervisor |
| 3. Principal |

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| --- | --- | --- |
| **SCHOOL** | **DIRECTOR** | **PRINCIPAL** |
| Allenwood | Ms. Erin Embon  Director of Curriculum, K-5  [eembon@wallpublicschools.org](mailto:eembon@wallpublicschools.org)  732-556-2054 | Dr. Erin O’Connell  [eoconnell@wallpublicschools.org](mailto:eoconnell@wallpublicschools.org)  732-556-2150 |
| Central | Ms. Erin Embon  Director of Curriculum, K-5  [eembon@wallpublicschools.org](mailto:eembon@wallpublicschools.org)  732-556-2054 | Mr. Efstratios Monafis  [emonafis@wallpublicschools.org](mailto:emonafis@wallpublicschools.org)  732-556-2540 |
| Old Mill | Ms. Erin Embon  Director of Curriculum, K-5  [eembon@wallpublicschools.org](mailto:eembon@wallpublicschools.org)  732-556-2054 | Mrs. Jill Antoniello  [jantoniello@wallpublicschools.org](mailto:jantoniello@wallpublicschools.org)  732-556-2140 |
| West Belmar | Ms. Erin Embon  Director of Curriculum, K-5  [eembon@wallpublicschools.org](mailto:eembon@wallpublicschools.org)  732-556-2054 | Mr. Anthony Abeal  [aabeal@wallpublicschools.org](mailto:aabeal@wallpublicschools.org)  732-556-2560 |
| 4. Assistant Superintendent of Curriculum & Instruction | Ms. Jennifer McCann | [jmccann@wallpublicschools.org](mailto:jmccann@wallpublicschools.org)  732-556-2023 |

***B. On matters involving Special Education (elementary level) first contact:***

|  |  |
| --- | --- |
| 1. Classroom Teacher | |
| 2. Case Manager | |
| 3. Principal (Building-Level) | |
| 4. Supervisor of Special Services, PK-5 | Ms. Samantha Roberts  [sroberts@wallpublicschools.org](mailto:sroberts@wallpublicschools.org) |
| 5. Director of Special Services | Mrs. Kelly Bond  [kbond@wallpublicschools.org](mailto:kbond@wallpublicschools.org)  732-556-2121 |

***C. On matters involving Behavioral, Social/Emotional Matters first contact:***

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| 1. Classroom Teacher |
| 2. School/Family Liaison Counselor or Case Manager (behavioral, social, emotional) |
| 3. Principal |

|  |  |  |
| --- | --- | --- |
| **SCHOOL** | **SCHOOL/FAMILY LIAISON** | **PRINCIPAL** |
| Allenwood | Ms. Amanda Smyth  [asmyth@ wallpublicschools.org](mailto:asmyth@wall.k12.nj.us)  732-556-2130 | Dr. Erin O’Connell  [eoconnell@wallpublicschools.org](mailto:eoconnell@wallpublicschools.org)  732-556-2150 |
| Central | Ms. Stephanie Crepeau  [screpeau@ wallpublicschools.org](mailto:screpeau@wall.k12.nj.us)  732-556-2556 | Mr. Efstratios Monafis  [emonafis@wallpublicschools.org](mailto:emonafis@wallpublicschools.org)  732-556-2540 |
| Old Mill | Ms. Michelle McRoberts  [mmcroberts@wallpublicschools.org](mailto:mmcroberts@wallpublicschools.org%20)  732-556-2129 | Mrs. Jill Antoniello  [jantoniello@wallpublicschools.org](mailto:jantoniello@wallpublicschools.org%20)  732-556-2140 |
| West Belmar | Ms. Stacey McManus  [smcmanus@wallpublicschools.org](mailto:smcmanus@wallpublicschools.org%20)  732-556-2568 | Mr. Anthony Abeal  [aabeal@wallpublicschools.org](mailto:aabeal@wallpublicschools.org%20)  732-556-2560 |
| 4. Assistant Superintendent of Curriculum & Instruction | Mrs. Jennifer McCann  [jmccann@wallpublicschools.org](mailto:jmccann@wallpublicschools.org%20) | [jmccann@wallpublicschools.org](mailto:jmccann@wallpublicschools.org%20)  732-556-2023 |

***D. To resolve all matters only after you have followed the levels outlined above:***

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| Superintendent of Schools | Dr. Tracy Handerhan | [officeofthesuperintendent@wallpublicschools.org](mailto:officeofthesuperintendent@wallpublicschools.org) | 732-556-2006 |