**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 EmbonDirector of Curriculum, K-5eembon@wallpublicschools.org732-556-2054 | Dr. Erin O’Connelleoconnell@wallpublicschools.org732-556-2150 |
| Central | Ms. Erin EmbonDirector of Curriculum, K-5eembon@wallpublicschools.org732-556-2054 | Mr. Efstratios Monafisemonafis@wallpublicschools.org732-556-2540 |
| Old Mill | Ms. Erin EmbonDirector of Curriculum, K-5eembon@wallpublicschools.org732-556-2054 | Mrs. Jill Antoniellojantoniello@wallpublicschools.org732-556-2140 |
| West Belmar | Ms. Erin EmbonDirector of Curriculum, K-5eembon@wallpublicschools.org732-556-2054 | Mr. Anthony Abealaabeal@wallpublicschools.org732-556-2560 |
| 4. Assistant Superintendent of Curriculum & Instruction | Ms. Jennifer McCann  | jmccann@wallpublicschools.org732-556-2023 |

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

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| 1. Classroom Teacher |
| 2. Case Manager |
| 3. Principal (Building-Level) |
| 4. Supervisor of Special Services, PK-5 | Ms. Samantha Robertssroberts@wallpublicschools.org |
| 5. Director of Special Services | Mrs. Kelly Bondkbond@wallpublicschools.org732-556-2121 |

***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 |

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| --- | --- | --- |
| **SCHOOL** | **SCHOOL/FAMILY LIAISON** | **PRINCIPAL** |
| Allenwood | Ms. Amanda Smythasmyth@ wallpublicschools.org 732-556-2130 | Dr. Erin O’Connelleoconnell@wallpublicschools.org732-556-2150 |
| Central | Ms. Stephanie Crepeauscrepeau@ wallpublicschools.org 732-556-2556 | Mr. Efstratios Monafisemonafis@wallpublicschools.org732-556-2540 |
| Old Mill | Ms. Michelle McRobertsmmcroberts@wallpublicschools.org 732-556-2129 | Mrs. Jill Antoniellojantoniello@wallpublicschools.org 732-556-2140 |
| West Belmar | Ms. Stacey McManussmcmanus@wallpublicschools.org 732-556-2568 | Mr. Anthony Abealaabeal@wallpublicschools.org 732-556-2560 |
| 4. Assistant Superintendent of Curriculum & Instruction | Mrs. Jennifer McCannjmccann@wallpublicschools.org  | jmccann@wallpublicschools.org 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 | 732-556-2006 |