

Wall Township School District
Office of the Superintendent
Dr. Tracy Handerhan

Chain of Communication / How to Effectively Communicate with School Officials
2023-2024 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.

INTERMEDIATE

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

1. Classroom Teacher			
2. Appropriate School Counselor	Grade 6 Mrs. Kirstin Procter Grade 7 Ms. Mollie Curran Grade 8 Mrs. Eliza Willms	kprocter@wallpublicschools.org mcurran@wallpublicschools.org ewillms@wallpublicschools.org	732-556-2517 732-556-2518 732-556-2516
3. Appropriate Supervisor of Instruction	Dr. Tracy Skinner (K-12 World Language/ Social Studies/ESL)	tskinner@wallpublicschools.org	732-556-2053
	Mrs. Laura Kurmin (Math/Science)	lkurmin@wallpublicschools.org	732-556-2091
	Mrs. Jennifer McCann (ELA)	jmccann@wallpublicschools.org	732-556-2023
	Mr. Eric Laughlin (Principal) (Music/Art)	elaughlin@wallpublicschools.org	732-556-2501
	TBD (Technology/Media)		732-556-2001
4. Principal	Mr. Eric Laughlin	elaughlin@wallpublicschools.org	732-556-2501

5. Assistant Superintendent of Curriculum & Instruction	Mrs. Jennifer McCann	jmccann@wallpublicschools.org	732-556-2023
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B. On matters involving Special Education (intermediate level) first contact:

1. Classroom Teacher			
2. For Programs and IEP	Case Manager or Appropriate School Counselor (see above)		
3. Supervisor of Special Education	Dr. Nancy Samaha	nsamaha@wallpublicschools.org	732-556-2603
4. Principal	Mr. Eric Laughlin	elaughlin@wallpublicschools.org	732-556-2501
5. Director of Special Education	Mrs. Kelly Bond	kbond@wallpublicschools.org	732-556-2121

C. On matters involving Intermediate School Athletics:

1. Coach			
2. Athletic Coordinators	Ms. Laura Claudio Mr. Brian Hansen	lclaudio@wallpublicschools.org bhansen@wallpublicschools.org	732-556-2514
3. Athletic Director	Mrs. Marni Henry	mhenry@wallpublicschools.org	732-556-2064
4. Principal	Mr. Eric Laughlin	elaughlin@wallpublicschools.org	732-556-2501

Intermediate School Extra-Curricular/Clubs first contact:

1. Appropriate Advisor	Varies Per Club		
2. Assistant Principal in Charge of Activities	Mrs. Kristen Scott	kscott@wallpublicschools.org	732-556-2503
3. Principal	Mr. Eric Laughlin	elaughlin@wallpublicschools.org	732-556-2501

D. On matters involving Intermediate School Student Discipline first contact:

1. Classroom Teacher			
2. Appropriate Assistant Principal (see below)			
Grade 6 th Grade 8 th , Team 8-2	Mrs. Kristen Scott	kscott@wallpublicschools.org	732-556-2503
Grade 7 th Grade 8 th , Team 8-1	Mr. Tom Ridoux	tridoux@wallpublicschools.org	732-556-2505
3. Principal	Mr. Eric Laughlin	elaughlin@wallpublicschools.org	732-556-2501

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

Superintendent of Schools	Dr. Tracy Handerman	officeofsuperintendent@wallpublicschools.org	732-556-2006
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