

Toms River Regional School District
Office of the Superintendent
David M. Healy

Chain of Communication / How to Effectively Communicate with School Officials
2018-2019 School Year

Parents are often discouraged when they attempt to communicate with central office administrators and are sent back to 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 of children with special needs should refer to the Special Education section below.*

Many parental questions are easily and completely answered by communicating directly with the educator in charge of the class or program. Each situation should first 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. **The main number is 732-505-5665. See extensions/numbers below.**

High School East

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

1. Classroom Teacher			
2. Guidance Counselor or Case Manager			
3. Building Supervisor of Instruction – Charlies Evers and/or Linuel Lloyd			
4. Content Supervisor (see below)			
Mathematics	Mrs. Helen Crowley Supervisor	hcrowley@trschoools.com	x 210082
Science	Mr. Charles Evers Supervisor	cevers@trschoools.com	x 210086
English	Ms. Tony Rivera Supervisor	trivera@trschoools.com	x 210085
Social Studies	Mr. Linuel Lloyd Supervisor	llloyd@trschoools.com	x 210084
World Language (K-12)	Ms. Adrienne Gold Supervisor	agold@trschoools.com	x 210083
Health/Phys. Education	Mrs. Debbie Schwartz Supervisor	dschwartz@trschoools.com	x 210081
Career Tech/Technology	Mrs. Tiffany Lucey Supervisor of Educational Technology	flukey@trschoools.com	732-505-5500 x 500107
Fine Arts	Mr. Vernon Rutter Assistant Principal	vrutter@trschoools.com	x 210003
5. Principal			
Principal	Mr. Patrick Thomas	pthomas@trschoools.com	x 210007
6. Director of Secondary Curriculum			
Director of Secondary Curriculum	Ms. Norma DeNoia	ndenoia@trschoools.com	732-505-5500 x 500052

B. On matters involving Special Education (high school level) first contact:

1. Classroom Teacher			
2. Case Manager (732-505-5665) or Guidance Counselor, Carrie Bush(x 210038)			
3. Special Education Supervisor, Ms. Heather Mills (732-505-5500 x 500041)			
4. Principal, Mr. Patrick Thomas			
5. Director of Special Education	Ms. Joy Forrest	jforrest@trschoools.com	732-505-5500 x 500043

C. On matters involving High School Athletics first contact:

1. Coach			
2. Athletic Coordinator	Mr. Brian Cerbone	bcerbone@trschoools.com	x 215681
3. Assistant Principal	Ms. Erin Anders	eanders@trschoools.com	x 210002
4. Principal	Mr. Patrick Thomas	pthomas@trschoools.com	x 210007
5. District Athletic Coordinator	Mr. Edward Gillen	egillen@trschoools.com	x 215621

High School Extra-Curricular/Clubs first contact:

1. Club Advisor			
2. Assistant Principal	Varies depending on club		732-505-5665
3. Principal	Mr. Patrick Thomas	pthomas@trschoools.com	x 210007

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

1. Classroom Teacher			
2. Guidance Counselor or Case Manager			
3. Appropriate Assistant Principal (see below)			
Assistant Principal: Grade 9 & 10 R-Z	Mr. Kevin McCann	kmccann@trschoools.com	x 210004
Assistant Principal: Grade 10 L-Q & 11	Mr. Vernon Rutter	vrutter@trschoools.com	x 210003
Assistant Principal: Grade 10 A-K & 12	Ms. Erin Anders	eanders@trschoools.com	x 210002
4. Principal: All Grades			
Principal	Mr. Patrick Thomas	pthomas@trschoools.com	x 210007

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

Assistant Superintendent (intermediate, high school)	Dr. Marc Natanagara	mnanatagara@trschoools.com	732-505-5500 x 500006
Assistant Superintendent (Special education)	Mr. James Ricotta, Jr.	jricotta@trschoools.com	732-505-5500 x 500007

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

Superintendent of Schools	Mr. David Healy	dhealy@trschoools.com	732-505-5500 x 500005
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