

Torey J. Sabatini

1 Glenwild Circle
Madison, NJ 07940
(973) 593-3182



Ileana Garcia, *Principal*
Elaine Kesler, *Secretary*
Judy Bletcher, *Guidance Counselor*
Carrie Guarino, *School Nurse*

Torey J. Sabatini Communication Protocol

To best serve the students of Torey J. Sabatini, it is important for parents to understand who to contact in different situations that may arise. Below you will find a communication protocol that 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 would like an update regarding your child's education, classroom experience, or progress, go right to the source and contact the teacher. Staff emails can be found on the district website by clicking STAFF. 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 by contacting the main office.

or GUIDANCE COUNSELOR

If you require assistance with social/emotional issues, please contact the school'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, please call the main office.

Mrs. Judy Bletcher

blecherj@madisonnjps.org

973-593-3182 (ext. 7492)

or CASE MANAGER

If you need assistance regarding special services being offered to your child, please contact the case manager assigned to the building. Case managers will make every effort to get back to you within 24 hours. If you do not get a response within 48 hours, please call Mr. Christin Mullen, Assistant Director of Pupil Personnel Services.

Mrs. Samantha Taggart

taggarts@madisonnjps.org

973-593-3182 (ext. 3191)

Step Two: PRINCIPAL

Should you still need further assistance after your first point of contact, please contact the Principal's Office:

Ms. Ileana Garcia

garciai@madisonnjps.org

973-593-3182

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

Mrs. Susie Budine

Director of Pupil Personnel Services

budines@madisonnjps.org

973-593-3153 (ext. 3155)

Mr. Christin Mullen

Assistant Director of Pupil Personnel Services

mullenc@madisonnjps.org

973-593-3153 (8949)