

Behavioral Concerns:

“My child is being bullied or harassed in school.”

1st contact – Guidance Counselor

2nd contact – Assistant Principal

3rd contact – Principal

“My child is having problems getting along with one of their teachers in school.”

1st contact – Teacher

2nd contact – Guidance Counselor

3rd contact – Asst. Principal/Principal

Social/Emotional Concerns:

“I am worried that my child is not fitting in with other children.”

“My child seems depressed.”

“My child has trouble making friends.”

“My child hates school!”

1st contact – Guidance Counselor

2nd contact – Social Worker

3rd contact – Assistant Principal

4th contact – Principal

Athletic/Extra-Curricular Concerns:

“How do I get my child involved in after school activities?”

“Why did my child get cut? What is the cutting policy?”

“When and where do after school activities take place?”

1st contact – Coach/Club Advisor

2nd contact – Athletic Director

3rd contact – Assistant Principal

4th contact – Principal

“Myth” Communication:

“My child will be mad at me for calling the school.” Perhaps, but only for the moments leading up to your call. After a problem is resolved, many students become relieved that you called us.

“If I call with a concern, the teacher will take it out on my child.” This is not true. Our teachers work hard to help all students. Good communication with a teacher will help both parties gain trust of one another. If you feel this way, call the teacher and let them know it. If you are still concerned, call the principal immediately.

“If I am aggressive and overly demanding, I will get what I want from the school.” This is not necessarily true. All families will find that courteous, open and honest communication will be the best way to get positive results for their child.

A Reference Guide for Effective Communication

North Shore



Middle School

northshoreschools.org

277-7300

Important Phone Numbers:

Main Office:	277-7303
Principal, Marc Ferris	277-7301
Asst. Principal, Trecia Wong	277-7302
Guidance Office:	
John Jackson	277-7300
Flavia Finning	277-7300
Aimee Canzoniero	277-7300
School Psychologist, Bob McKee	277-7325
Social Worker, Rachel McAree	277-7083
Social Worker, Dayna Greenberg	277-7083
Social Studies Dir., Chris Zublionis	277-7070
English Dir., Andrea Davis	277-7070
Math CA, Regina Newman	277-7070
Science Dir., Carol Ann Smyth	277-7070
LOTE,ESL, Ellen Shields	277-7070
Dir. Special Ed., Tom Korb	277-7900
Dir. Of Technology, Elliot Kaye	277-7050
MS Athletics, Michele Cochrane	277-7323
Attendance Office, Ms. Porto	277-7311
Nurse's Office, Ms. Chaputian	277-7310
Teacher Voice Mail:	277-7100

Introduction:

Dear Middle School Community,

This Reference Guide was developed by the North Shore Middle School Site Based Committee. The purpose of this guide is to help parents, teachers, students, and administrators communicate effectively with one another in order to ensure a quality experience for all middle school students.

Effective Ways to Communicate:



1. Use our Website: Every team has a web page linked to the middle school website. Teachers post homework assignments as well as important class news. You can also click on any staff member name to send them a direct e-mail or simply insert the teacher's last name and first initial to the format below:

lastnamefirstname@northshoreschools.org

2. Voice Mail: You can dial 277-7100 and immediately type in the 4 digit extension of any staff member followed by the # (pound) key to leave a voice mail message. Voice mail box numbers are available on the school website or in the student/parent handbook.



What You Can Expect From Middle School Faculty:

- A timely response from teachers-- Expect follow up e-mail or phone calls by the end of the following school day
- Professionalism, courtesy, and respect from all staff members
- Honest dialogue about your child

What We Expect From Parents:

- An immediate call if you have concerns about your child
- To abide by the protocols outlined in this guide so that we can address your needs as effectively and efficiently as possible
- Courtesy, mutual respect and an understanding that our teachers are a professional staff, who will do their best to help your child succeed
- A telephone call to schedule an appointment prior to meeting with any teacher or administrator

Who do you contact for what?

Health/Attendance Concerns:

“My child is sick or will not be in school today.”

- 1st contact – Attendance Office
- 2nd contact – School Nurse
- 3rd contact – Assistant Principal

Academic Concerns:

“I am worried that my child is not doing well in school.”

- 1st contact – Teacher/Team Leader
- 2nd contact – Guidance Counselor
- 3rd contact – Asst. Principal/Principal

“I am unhappy with a grade my child received or I would like to understand the grade my child received.”

- 1st contact – Teacher
- 2nd contact – Guidance Counselor
- 3rd contact – Asst. Principal/Principal

“I am unhappy with the way curriculum is being taught in my child's class”

- 1st Contact – Teacher
- 2nd Contact – Curriculum Associate
- 3rd Contact – Asst. Principal/Principal