

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:



Use our Website: Every team has a web page through Google Classroom/Drive. 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: **lastnameinitial@northshoreschools.org**



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?

My child is sick or will not be in school today.	1 st contact – Attendance Office	2 nd contact – School Nurse	3 rd contact – Assistant Principal	
I am worried that my child is not doing well in school.	1st contact – Teacher/Team Leader	2nd – contact – Department Director	3rd contact – Guidance Counselor	4th contact – Asst. Principal/Principal
I am unhappy with a grade my child received or I would like to understand the grade my child received.	1 st contact – Teacher	2 nd contact – Guidance Counselor	3 rd contact – Asst. Principal/Principal	
I am unhappy with the way curriculum is being taught in my child’s class.	1 st Contact – Teacher	2 nd Contact – Department Director	3 rd Contact – Asst. Principal/Principal	
My child is being bullied or harassed in school.	1 st contact – Guidance Counselor	2 nd contact – Assistant Principal	3 rd contact – Principal	
My child is having problems getting along with one of their teachers in school.	1 st contact – Teacher	2 nd contact – Guidance Counselor	3 rd contact – Department Director	4 th contact – Asst. Principal/Principal
I am worried that my child is not fitting in with other children.	1 st contact – Guidance Counselor	2 nd contact – Social Worker/Psychologist	3 rd contact – Assistant Principal	4 th contact – Principal
“When and where do after school activities take place?”	1 st contact - Coach/Club Advisor	2 nd contact - Athletic Director	3 rd contact - Assistant Principal	4 th 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.



Important Phone Numbers:

Main Office:	277-7303
Principal, Mr. Robert Dennis	277-7301
Asst. Principal, Mr. Brendan Nelson	277-7302
Nurse’s Office, Ms. Chaputian	277-7310
Attendance Office, Ms. Porto	277-7311

Guidance Counselors:

Ms. Aimee Canzoniero	277-7300
Mr. John Jackson	277-7300
Ms. Flavia Finning	77-7300
School Psychologist, Bob McKee	277-7325
School Psychologist, Bill Kitay	277-7319
Social Worker, Toni Papetti,	277-7083
Social Worker, Karen Daniele	277-7324

Department Directors:

Social Studies, Mr. Seth Gordon	277-7303
Math, Ms. Amy DiMeola	277-7303
ELA, Ms. Julie Ritter	277 7303
Science, Mr. Steve Menchel	277-7070
Counseling, Mr. Dan Doherty	277-7830
LOTE Ms. Ana Aguiar	277-7070
Arts & Music, Dalia Rodriguez	277-7045
Asst. Dir. Spec. Ed., Joseph Kisting	277-7900
Technology, Mr. Elliot Kaye	277-7050
MS Athletics, Michele Cochrane	277-7323