

# *A Reference Guide for Effective Communication*

## **Riverhead**



## **High School**

*Riverhead.net*

**369-6727**

### **Important Phone Numbers:**

Mr. Zimble, Principal	369-6723
Mr. Wicks, Associate Principal	369-6740
Mr. Hugelmeyer, Assistant Principal	369-6746
Mr. Regan, Assistant Principal	369-6725
Ms. Rastello, Assistant Principal	369-6837
Mr. Gassar, Director of Guidance	369-6728
Ms. Andreotti, Director of English	369-6743
Ms. Diaz, Director of Mathematics	369-6747
Dr. Etzel, Director of Science	369-8599
STAR Academy	369-2876
Ms. Chappell, Director of Special Ed.	369-6800
Dr. Stack, Asst. Director of Special Ed.	369-6800
Mr. Groth, Director of Athletics, Health and Physical Education	369-6818
Mrs. Goode, Nurse	369-6748
Mr. Hull, Nurse	369-6748
Mr. Henderson, Chief of Security	369-2279
Main Office	369-6727
Attendance Office	369-6745

### **Introduction:**

*Dear High School Community,*

*The purpose of this guide is to help parents, teachers, students, and administrators effectively communicate with one another in order to ensure a quality experience for all high school students.*

### **Effective Ways to Communicate:**



1. **Use our Website:** Every teacher has an e-mail address. Simply insert the teacher's first and last name to the format below:

***first name.last name@riverhead.net***

2. **Main Office:** You can dial 369-6727 and leave a message for the teacher with one of the secretaries.

### **What You Can Expect From The High School Faculty:**

1. A timely response from teachers (24 hours). Expect follow up e-mail or phone calls by the end of the following school day.
2. Professionalism, courtesy, and respect from all staff members.
3. Honest dialogue about your child.

### **Parent Expectations:**

1. You should call us immediately if you have concerns about your child.
2. Please follow the protocols outlined by this guide so that we can address your needs as effectively and efficiently as possible.
3. Courtesy, mutual respect and an understanding that our teachers are a professional staff that will always strive to do their best to help your child succeed.
4. Please do not show up at school expecting to meet with a teacher without a previously scheduled appointment.

**“DISCIPVLIS CONSIDERATIS” – “STUDENTS FIRST”  
(OVER)**

## *Who do you contact for what?*

### **Health/Attendance Concerns:**

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

- 1<sup>st</sup> contact – Attendance Office
- 2<sup>nd</sup> contact – School Nurse
- 3<sup>rd</sup> contact – Asst. Principal/Assoc. Principal
- 4<sup>th</sup> contact – Principal

### **Academic Concerns:**

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

- 1<sup>st</sup> contact – Teacher/Guidance Counselor
- 2<sup>nd</sup> contact – Director of Guidance
- 3<sup>rd</sup> contact – Asst. Principal/Assoc. Principal
- 4<sup>th</sup> contact – Principal

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

- 1<sup>st</sup> contact – Teacher
- 2<sup>nd</sup> contact – K – 12 Director for Subject
- 3<sup>rd</sup> contact – Asst. Principal/Assoc. Principal
- 4<sup>th</sup> contact – Principal

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

- 1<sup>st</sup> contact – Teacher
- 2<sup>nd</sup> contact – K – 12 Director for Subject
- 3<sup>rd</sup> contact – Associate Principal
- 4<sup>th</sup> contact – Principal

### **Behavioral Concerns:**

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

- 1<sup>st</sup> contact – Assistant Principal
- 2<sup>nd</sup> contact – Associate Principal
- 3<sup>rd</sup> contact – Principal

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

- 1<sup>st</sup> contact – Teacher
- 2<sup>nd</sup> contact – K – 12 Director for Subject
- 3<sup>rd</sup> contact – Associate Principal
- 4<sup>th</sup> contact – Principal

### **Social/Emotional Problems:**

**“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!”**

- 1<sup>st</sup> contact – Guidance Counselor
- 2<sup>nd</sup> contact – Social Worker/Psychologist
- 3<sup>rd</sup> contact – Director of Guidance
- 4<sup>th</sup> contact – Principal

### **Athletic/Extra-curricular concerns:**

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

**“How do I get information on sports teams?”**

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

- 1<sup>st</sup> contact – Coach/Club Advisor/Guid Coun
- 2<sup>nd</sup> contact – Student Activities Coordinator/Athletic Director
- 3<sup>rd</sup> contact – Asst. Principal/Assoc. Principal
- 4<sup>th</sup> 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 are happy 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. If you are still concerned, call the Assistant Principal in charge of the subject immediately.

**“DISCIPVLIS CONSIDERATIS” – “STUDENTS FIRST”**