

A Reference Guide for Effective Communication

Riverhead



High School
Riverhead.net
631-369-6727

Important Phone Numbers:

Mr. O'Hara, Principal	369-6723
Mr. LaRochester, Assistant Principal	369-6725
Ms. Parlato, Assistant Principal	369-6746
Ms. Taylor, Assistant Principal	369-6837
Mr. Gassar, Director of Guidance	369-6728
Ms. Campbell, Director of STEM	591-5965
Dr. Casamassa, Director of Humanities	591-5984
Mr. Rottkamp, Director of Fine Arts	591-5924
Ms. Scaduto, Director of ENL K-12	591-5942
Ms. Mazzaferro, Director of Special Ed.	369-6826
Ms. Martin, Asst. Director of Sp. Ed.	369-6719
Mr. Sacks, Director of HPEA.	369-6817
Ms. Holfelder, Nurse	369-6748
Mr. Hull, Nurse	369-6748
Mr. Culhane, Director 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:

firstname.lastname@g.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. 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. The teacher may be teaching a class, involved in a prior scheduled assignment or department meeting.

Who do you contact for what?

(OVER)

Health/Attendance Concerns:

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

- 1st contact – Attendance Office
- 2nd contact – School Nurse
- 3rd contact – Asst. Principal/Director
- 4th contact – Principal

Academic Concerns:

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

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

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

- 1st contact – Teacher
- 2nd contact – Assistant Principal/Director
- 3rd contact – Principal

Behavioral Concerns:

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

- 1st contact – Assistant Principal
- 2nd contact – Principal

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

- 1st contact – Teacher
- 2nd contact – Assistant Principal/Director
- 3rd 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!”

- 1st contact – Guidance Counselor
- 2nd contact – Social Worker/Psychologist
- 3rd contact – Director of Guidance
- 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 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.