

# Sayville Middle School Communication Protocol

---

## Promoting Effective Communication:

Below you will find a protocol jointly developed by parents, teachers, students and administrators. It is designed to 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 students and parents to follow this protocol. In turn, our staff members pledge to be sensitive to your concerns, to maintain confidentiality and to return calls in a timely manner. **By working together, we can continue to strengthen our commitment to excellence.**

### Students and Parents

1. **SPEAK DIRECTLY TO THE TEACHER:** Students are encouraged to express their concerns directly to the teacher. This is an essential step to their personal and developmental growth and their success in preparation for high school and college and career readiness.



2. **SPEAK DIRECTLY TO THE TEACHER:** If you, as a parent, however, are concerned about an issue involving your child's education, classroom experience or grade, go right to the source and contact the teacher yourself. **All teachers can be reached via the teacher's email or voicemail** (Call 244-6650 for the main office). A message will be left for the teacher to return your call. Teachers will make every effort to get back to you as quickly as possible but it may take a day or two. Please be patient. If you do not receive a call within two days, try again. After that, you may then want to proceed to the next step.



3. **If you haven't heard from the teacher in a reasonable amount of time, contact A GUIDANCE COUNSELOR OR DEPARTMENT CHAIRPERSON.**

#### GUIDANCE COUNSELOR

If you need to find out about an assignment or need an update on your child's progress in a particular class or have an social/emotional concern, contact the guidance office at 244-6660.

#### DEPARTMENT CHAIRPERSON

If your concerns stem from a curriculum issue, grade or particular book or assignment, contact the department's chairperson (244-6633).



4. **ASSISTANT PRINCIPAL:** If you have not been satisfied with the response so far, it is best to contact the Assistant Principal, **Mr. Brian Decker, at 244-6650**, in order to express your concerns.



5. **PRINCIPAL:** Most problems will be resolved by this point. If you still need to speak with someone about your situation, please contact the Principal, **Dr. Joseph Castoro, at 244-6650**.



6. If your problem has not been resolved through the Principal's office, contact the appropriate **Assistant Superintendent**.



7. If your problem has not been resolved through the **Assistant Superintendent** and then contact the **Superintendent**.