



Pingry

CHANNELS OF COMMUNICATION IN THE UPPER SCHOOL

Philosophically, we want students to feel empowered to manage their questions and concerns directly with key adults on campus. At times, it may make sense for a parent, advisor or administrator to initiate a conversation, which should include direct involvement with the student.

Advisor

Contact your advisor if you have:

- questions related to daily school-keeping -- the schedule or school calendar.
- need help finding or accessing an on-campus resource.
- concerns about how best to address difficulties in a specific class.
- additional information that would help them support you more fully.
- questions about your performance and how to improve.

Teacher

Contact your teacher if you have:

- questions related to course content, assignments, or assessments.
- questions about your performance and how to improve.
- missed a class and need to make up what you missed.

Academic Dean

Contact the Academic Dean if you have:

- questions related to longer absences.
- questions about your schedule.
- questions about course selection.

Deans of Student Life

Contact the Deans of Student Life if you have:

- questions about leadership and community engagement opportunities.
- concerns for the treatment of or by a community member.

Department Chairs

Contact a Department Chair if you have:

- questions about overall philosophy and curriculum in that department.
- questions about placement or advancement.

Division Director

Contact the Division Head if you have:

- questions or concerns about expectations, program, curriculum, philosophy, etc.
- taken the appropriate steps and feel that additional discussion is necessary.
- questions about Upper School learning, teaching, and assessment philosophy and curriculum



Pingry

Athletics

Contact your coach if you have:

- questions about your progress/performance in that sport.
- questions about a sport in general.
- additional information that would help them support you more fully.

Contact the Athletic Director if you have:

- questions about the philosophy of the athletic program.
- met with your coach and wish further discussion.

Head of School/ Associate Head of School

Contact the Head of School if you have:

- taken the appropriate steps and feel that additional discussion is necessary.
- issues that encompass the whole school or concerns of a broader nature.

SPECIAL NOTE: The best use of email is:

1. to share information (save sensitive concerns for a phone call or a face-to-face meeting),
2. to set up an appointment, or
3. to ask a question that is non-sensitive in nature. Keeping an e-mail positive in tone is in everyone's best interest. Please include your child's name and a subject line, and indicate the method of response, (i.e., a phone call, e-mail, or conference) that would be most helpful to you. You will usually receive a reply within 24 hours, not counting weekends and holidays, unless the recipient is out-of-town.