

A Reference Guide for Effective Communication

Garden City



Middle School

www.gardencity.k12.ny.us
478-3000

Important Phone Numbers:

Interim Principal, Eric Nezowitz 478-3000
Asst. Principal, D. Fasano W. Marr 478-3000
Main Office: 478-3000

Guidance Office: 478-3020

V. Tumminello Grade 6
M. Ingolia: Grade 7
R. Weiner Grade 8

School Psychologist:
K. Burke, M. Mendelson 478-3020

School Social Worker:
K. Baker 478-3020

District Coordinators:

Special Education, L. Abruzzo 478-1050
Social Studies, J. Balantic 478-2850
English, B. Arnone 478-2860
Math, S. Dods 478-2830
Science, E. Cascio 478-2810
World Language, P. Giacalone 478-2820
Music/Art, N. Prasso 478-2840
Athletic Dir., M. Tullo 478-3000
District Athl. Dir., D. Cerrone 478-2070

Dear Middle School Community,

This Reference Guide was developed by the School Improvement Team. 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 middle school students.

Effective Ways to Communicate:



1. Use our Website: Every team has a web page linked to the middle school website. Teacher sites have homework assignments as well as important class news posted. Please use this for assignments when your child is absent. You can also click on any staff member's name to send him/her a direct e-mail or simply insert the teacher's last name, first initial to the format below: *Lastname(first initial)@gcufsd.net*

Ex. To reach the Social Worker,
Keegan Baker e-mail:
bakerk@gcufsd.net

2. Voice Mail: You can dial our main number (478-3000) to leave a message. Instructions will be provided when you call.

3. Planner: Please help ensure your child is using his/her planner for assignments.



What You Can Expect From The Middle School Staff:

1. A timely response from teachers.
2. Professionalism, courtesy, and respect from all staff members.
3. Honest dialogue about your child.

What Is Expected From Parents:

1. Follow protocols outlined in this guide, so that we can address your needs as effectively and efficiently as possible.
2. In order to communicate effectively, remember that it helps if you calmly reflect on any concerns you might have before contacting us.
3. Encourage your child to speak directly with the teacher if he/she has any concerns.

4. Courtesy, respect and understanding are expected from all parents.

5. Always schedule an appointment to meet with your child's teacher.

Whom do you contact for what?

Health/Attendance Concerns:

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

1st Contact -Attendance Office

2nd Contact – School Nurse

3rd Contact – Guidance Counselor

Academic Concerns:

“I am concerned with how my child is doing in school.”

1st Contact – Teacher/Team Leader

2nd Contact – Guidance Counselor

3rd Contact– Asst. Principal/Principal

“I would like to understand my child's grade.”

1st Contact – Teacher

2nd Contact – Guidance Counselor

3rd Contact –Department Coordinator

4th Contact – Asst. Principal/Principal

“I have questions with the way curriculum is being taught in my child's class”

1st Contact – Teacher

2nd Contact – Department Coordinator

3rd Contact – Asst. Principal/Principal

Behavioral Concerns:

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

1st Contact –

Teacher/GuidanceCounselor

2nd Contact – Assist. Principal

3rd Contact – Principal

“My child is having difficulty getting along with one of his/her teachers in school.”

1st Contact – Teacher/Team

2nd Contact – Guidance Counselor

3rd Contact – Department Coordinator

4th Contact – Asst. Principal/Principal

Social/Emotional Concerns:

“I am concerned 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 –SocialWorker/Psychologist

3rd Contact – Asst. Principal/Principal

Athletic/Extra-curricular concerns:

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

“Why did my child not make the team?”

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

1st Contact – Coach/Club advisor

2nd Contact – M/S Athletic Director,
B. Defliese

3rd Contact – District Athletic Director,
N. Kalafus

“Myth”communication:

“My child will be mad at me for calling the school.” Perhaps your child will be mad, but only for the moments leading up to your call. After a problem is resolved, many students are 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 him/her 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.” All families will find that courteous, open and honest communication will be the best way to get positive results for their child.

Updated 11/7/2019