

# OLDFIELD MIDDLE SCHOOL

## CHAIN OF COMMUNICATION

### STUDENTS

We always encourage students to communicate concerns and/or questions directly with their teachers, guidance counselors, and administrators. Students who are able to communicate and advocate on their own behalf will develop skills needed for future success.

### PARENTS

Parents who have concerns regarding their child's education or classroom experience are encouraged to communicate concerns and/or questions directly with the teachers.

### How To Contact a Teacher

Teachers welcome communication from students and parents. You can leave a message for a teacher by calling our main office at 631-754-5310 or you can email your child's teacher using the address found on our faculty directory. Please indicate a call back number and what times you can be reached. Due to teaching assignments, teachers may only be available to call you back at specific times during the school day.

\* Please be reminded that confidential information will not be discussed in email.

If additional clarification is needed, or if you have not heard back from a teacher in a reasonable amount of time, please contact your child's guidance counselor.

### Guidance Counselors

If you need additional information about your child's progress or there are sensitive circumstances impacting your child, please contact your child's guidance counselor at:  
631-754-5310 x 4340

### Dean of Students

To report or discuss any issues dealing with student discipline, please contact the Dean of Students, Mr. Shade, at:

631-754-5310 x 4340

### Assistant Principal

If questions or concerns exist after following the above chain of, please contact our Assistant Principals.

Mr. Hendrick 631-754-5310 x 4334

### Principal

If further discussion is desired, please contact the Principal's Office.

Mrs. Corr 631-754-5310 x 4311