

## MADISON JUNIOR SCHOOL

160 Main Street  
Madison, NJ 07940  
(973) 593-3149



Ms. Brooke Phillips, *Principal*  
Frank Perrone, *Assistant Principal*

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# Communication Protocol

This document serves as a guide for parents and students to understand who to contact in different situations that may arise. Below you will find a communication protocol which is designed to help 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/emails within 24 hours.

**By working together, we can continue and strengthen our commitment to student success.**

#### **Step One: Teacher**

All students are encouraged to express their concerns directly to the teachers. If you, as a parent, are concerned about an issue involving your child's education, classroom experience, or grade, go right to the source and contact the teacher. Staff emails can be found on the Madison Junior School website by clicking [Staff](#). Teachers will make every effort to get back to you within 24 hours. Please be patient. If you do not receive a return email or call within 48 hours, proceed to contacting Mr. Frank Perrone, Assistant Principal.

#### **or Guidance Counselor**

If you need an update on your child's progress (academic, behavior, or social well-being), or if you have questions regarding scheduling, please contact your child's guidance counselor. Below is the contact information for our counselors. Counselors will make every effort to get back to you within 24 hours. Please be patient. If you do not get a response within 48 hours, proceed to contacting Mrs. Brooke Phillips, Assistant Principal.

Mrs. Libby Marotta  
[marottal@madisonnjps.org](mailto:marottal@madisonnjps.org)  
973-593-3149 x7260

Mrs. Kathy Siso  
[sisok@madisonnjps.org](mailto:sisok@madisonnjps.org)  
973-593-3149 x3193

#### **or Case Manager**

If you need assistance regarding the services being offered to your child, please contact your child's case manager. Below is the contact information for the members of our Child Study Team. Case Managers will make every effort to get back to you within 24 hours. Please be patient. If you do not get a response within 48 hours, proceed to contacting Mrs. Christine Seminerio, Director of Special Services.

Mrs. Margaret Callahan  
[Callahanm@madisonnjps.org](mailto:Callahanm@madisonnjps.org)  
973-593-3149

Mr. Alex Lopez  
[lopeza@madisonnjps.org](mailto:lopeza@madisonnjps.org)  
973-593-3149 x7690

Mrs. Laura Savage  
[savagel@madisonnjps.org](mailto:savagel@madisonnjps.org)  
973-593-3149 x3171

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## Step Two: Assistant Principal

If you are dissatisfied with the response so far, you may contact the assistant principal who will act as an intermediary when communication has failed between the student/parent and either the teacher or counselor. The assistant principal will make every effort to get back to you within 24 hours. Please be patient. If you do not receive a return email or call within 48 hours, proceed to contacting Ms. Brooke Phillips, Madison Junior School Principal.

	Contact Information	Student Oversight & Other Responsibilities
<b>Frank Perrone</b>	<a href="mailto:perronef@madisonnjps.org">perronef@madisonnjps.org</a> 973-593-3149 x7270	School Discipline Anti-Bullying Specialist 504 Plans Extra-Curricular Activities Attendance I&RS State & Standardized Testing School Security Facility & Event Coordination

\*\*Those with concerns or issues regarding the Special Services Department, please contact the Director of Special Services:

Christine Seminerio  
[seminerioc@madisonnjps.org](mailto:seminerioc@madisonnjps.org)  
973-593-3153 (ext. 7003)

## Step Three: Principal

Most problems will be resolved by this point. Should you still need further assistance about your situation, please contact the Principal's Office:

Ms. Brooke Phillips  
[phillipsb@madisonnjps.org](mailto:phillipsb@madisonnjps.org)  
973-593-3149 x3192