

PRINCIPAL'S MESSAGE

The Six Tenets of Effective Communication

The communication process at NCC is essential to having a wonderful experience in our school community. It is imperative to follow some basic tenets of communication to maintain quality, honest relationships that are proactive and responsive to the challenges we will experience.

- **Suspend Judgment**: When you hear about a concern, please immediately share what you heard as objectively as possible and seek to get clarifying information regarding the information that was shared.
- **First Contact the Primary Person Involved with the Concern**: If an incident occurs in math, please contact the math teacher to investigate the concern brought to your attention. Always try to start with the individual who is the source of the issue.
- **Follow Up**: If you make a phone call or send an e-mail to anyone in our school community, including the principal, and you do not get a response in 24 hours and no more than 48 hours please alert our office staff immediately. Inform our office staff that you attempted to get in touch with an individual in our school community and you did not hear from them yet.
- **Share Your Concern In a Timely Fashion**: If something occurs that sounds like a concern please alert us immediately. This will allow us to investigate the concern and address the issue before it escalates.
- **If You Have a Question Ask**: Any question that clarifies your understanding is an important and valid question that needs to be addressed.
- **In the event you do not know how to approach a sensitive issue contact your PTA advocate**: I meet with the PTA President Marilyn Emery asksoft@verizon.net and Vice President Sandy Chambers sandychambers@starpower.net on a bi-weekly basis as well as stay in constant communication during the week. If you have a concern in which you are not sure how to engage our school community they will be happy to provide confidential guidance on the vehicle and process for addressing your concern.

Silence is detrimental and gossip is counter productive. If you operate off of the information from one source without obtaining additional information, you will more then likely walk away with limited information that can compromise your emotional well being and the relationships with individuals within our school community. If you embrace the tenets of communication outlined above it will contribute to your having a positive experience in our school community.

Thank you ever so much for your continued support and we look forward to working with you this year as we engage in **Maximizing Potential One Child at a Time**.

Mr. Gary B. Bartee, Principal
Gary_B_Bartee@mcpsmd.org