

## Important Information from the Guidance Department

### During School Closure due to COVID-19

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**Main Office School Mailbox – GOETZ Parent Communication Only:**

[fathermichaelgoetzsecondaryschoolinfo@dpcdsb.org](mailto:fathermichaelgoetzsecondaryschoolinfo@dpcdsb.org)

**Main Office Phone: 905-277-0326**

**Messages will be forwarded to the appropriate staff, or calls will be returned by the Head Secretary who will confirm requests, if necessary, and assist, if possible.**

**How you can communicate with guidance counsellors:**

- Email: **Students must use school email.**
- Google Classroom:
- Phone: Leave a message on voicemail. Messages will be accessed remotely.

**How guidance counsellors can communicate with you:**

- Email: **School email for students.** Parent/guardian email for parents/guardians. (preferred)
- Google Classroom (preferred)
- myBlueprint (preferred)
- Phone (only if absolutely necessary)

**Notes:**

- Check your **school email**, **Google Classroom** and **myBlueprint** regularly, as messages might be sent to you through any of these means. Resources might also be posted to myBlueprint.
- If leaving a message on voicemail:
  - Speak clearly.
  - Identify yourself.
  - Indicate the student's first and last name.
  - Leave an email address, at which you can be reached. **(Students, use your school email.)**
  - Leave a local phone number at which you can be reached. (Calls will not be returned to numbers to which long distance charges apply.) Make sure that you have initialized your voicemail.

<b>Guidance Counsellor</b>	<b>Alpha</b>	<b>Phone Extension</b>	<b>Email</b>
Mr. Mattacchione	A – Alr	X 63012	joseph.mattacchione@dpcdsb.org
Ms. Nolan, Department Head	Als – Ham	X 63014	rita.nolan@dpcdsb.org
Ms. Caswell	Han – P	X 63011	mary.caswell@dpcdsb.org
Mr. St. Louis	Q – Z	X 63009	norm.st.louis@dpcdsb.org
Mrs. Corvinelli, Guidance Secretary		X 63024	