



OCEE ELEMENTARY SCHOOL COMMUNICATION PROTOCOL



Below you will find Ocee's communication protocol which is designed to encourage and promote direct, open, and respectful communication so that problems and concerns can be addressed effectively and in a timely manner. We encourage parents to follow this protocol. In turn, Ocee's staff members promise to be sensitive to the concerns that you express, to maintain confidentiality, and to return calls/emails within 24-48 business hours.

#1: REACH OUT DIRECTLY TO THE TEACHER

If you have questions regarding your child's education, classroom experience, grades, or interactions with another student, please communicate with the teacher first. Email addresses for Ocee staff members can be found on the Ocee website directory. Teachers will make their best efforts to contact you as quickly as possible, but please be patient. If you do not receive an email or call back within 24-48 hours, please proceed to the next step. Be aware that teachers do not respond to emails during instructional time.



#2: ADMINISTRATION

If you have not heard from the teacher in a reasonable amount of time, please reach out to the appropriate member of admin next:

CURRICULUM SUPPORT TEACHER:

If you need an update on your child's academic progress or if you have a concern with placement/academic level, reach out to Lindsey Gould.

INSTRUCTIONAL SUPPORT TEACHER:

If your concern or question relates to Special Education services, both current or potential, reach out to Tracey Murray.

COUNSELOR:

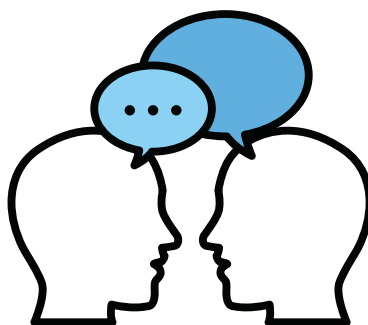
If your concern or question relates to the social-emotional well-being of your child or you have a request for counseling, reach out to Renee Corley.

ASSISTANT PRINCIPAL:

If your concern or question relates to a classroom practice, issue with another student, or discipline concern, reach out to Brooklyn Sherman.

#3: PRINCIPAL

Most problems will likely have been resolved by this point, however, if you are dissatisfied with the response so far and/or you still need further help or assistance, please contact the principal, Ms. LaTosha Gray



#4: ZONE SUPERINTENDENT

If your issue or concern has not been resolved through the principal's office, please contact Brian Downey, Zone 6 Superintendent.