



# 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 24-28 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 go to the teacher first. Email addresses for Ocee staff members can be found on the Ocee website at [Ocee Staff 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 with 24-48 hours, please proceed to the next step.



**# 2 CST OR AP:** If you have not heard from the teacher in a reasonable amount of time, use the guidance below to determine who to contact next:

<p><b>Grade level CST:</b> Ms. Gould (K-2)/ Ms. Sweigart (3-5) If you need an update on your child's academic progress (academic or behavior) or if you have a concern with placement,/academic level.</p>	<p><b>Assistant Principal: Ms. Gray</b> If your concern/question stems from a classroom practice, issue with another student, or discipline concern.</p>	<p><b>IST: Ms. Murray</b> If your concern/question is in regard to Special Education current or potential services.</p>	<p><b>Counselor: Ms. Corley</b> If your concern/question is in regard to the social/emotional well-being of your child or a request for counseling.</p>
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**# 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. Williams



**# 4 ZONE SUPERINTENDANT:** If your issue/concern has not been resolved through the Principal's office, please contact Tim Corrigan, Zone 6 Superintendent.