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| **Topic** |  | **1st Contact** | **2nd Contact** | **3rd Contact** |
| **Discipline** |   | Teacher | Grade Level AP | Principal |
| **PTA** |   | AMMS PTA |  |  |
| **Cafeteria** |   | Sateria Wattley,Cafeteria Manager | Grade Level AP | Principal |
| **Student Records** |   | Barb Pieper,Registrar | Grade LevelCounselor |  |
| **Medical** |   | Stephanie Sorina,Clinic Assistant | Jenn Perilla,Cluster Nurse | Grade Level AP |
| **Homework** |   | Teacher | Grade Level AP |  |
| **Transportation** |   | Transportation Dept. | Front Office Staff | Grade Level AP |
| **Classroom/****Curriculum** |   | Teacher | Grade Level Counselor | Grade Level AP |
| **Extramurals** |   | Coach | Chelsey Lloyd, Extramural Coordinator | Benjamin Edgar,Assistant Administrator |
| **Extended Learning** |   | Sibusiso Ngubeni,Graduation Coach | Keke Hurt, MTSS Admin | Principal |
| **Standardized Testing** |   | Teacher | Ashley Perry,Testing Coordinator |  |
| **Attendance** |   | Jackie Dejo,Attendance Clerk | Grade Level AP | Matt McNamara, Student Information |
| **Textbook** |   | Teacher | Karen Castellanos,Textbook Coordinator |  |
| **Technology****And Devices** |   | Teacher | Kim Gunter,Media Specialist |  |
| **504** |   | Teacher | Amy Pate,504 Coordinator |  |
| **Safety** |   | Ashley Perry,Safety Coordinator | Principal |  |
| **Scheduling** |   | Grade Level Counselor | Grade Level AP | Matt McNamara, Student Information |
| **Surveys** |   | Benjamin Edgar,Assistant Administrator | Grade Level AP | Principal |



Autrey Mill Middle School Communication Protocol

Below you will find our communication protocol which is designed to promote direct, open, and respectful communication so 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 a day or two.

1. **SPEAK DIRECTLY TO THE 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 are found on the [AMMS website](https://www.fultonschools.org/domain/4051). Teachers will make every effort to get back to you as quickly as possible, but it may take a day or two. Please be patient. If you do not receive a return email or call within 48 business hours, try again. After that, proceed to the next step.

1. **If you have not heard from the teacher in 48 business hours, contact your child’s counselor.**
2. **If you still have concerns, you may contact the grade-level administrator who will act as an intermediary when communication hasn’t been successful between student/parents and counselor.**
3. **Principal. Most problems will have been resolved by this point. If you still need to speak with someone about your situation, please contact the front office at 470-254-7622.**
4. **If your problem has not been resolved through the Principal’s office, contact the appropriate Area Superintendent, the Superintendent, then ultimately the Board of Education.**