



# Webb Bridge Middle School Communication Protocol

Below you will find our communication protocol which is designed to promote, *direct, open and respectful communication* so that 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.

**By working together, we can continue and strengthen our commitment to Success for All.**

## Parents and Students

### #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 WBMS website at [WBMS Faculty](#). 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 24 hours, try again. After that, proceed to the next step.

### #2. If you have not heard from the teacher in a reasonable amount of time, contact:

#### COUNSELOR

If you need an update on your child's progress (academic or behavior) in a particular class, contact the counselor.

#### CONTENT CHAIR

If your concerns stem from a classroom practice, grade or a particular book or assignment, contact the content chair.

### #3. If you are dissatisfied with the response so far, you may contact one of the following administrators who will act as an intermediary when communication has failed between the student/parent and either the counselor or department chair.

#### CONTENT ADMINISTRATOR

If your concerns are regarding grade disputes, curriculum waivers, compliance with waivers, course placement or class leveling, contact the Content Administrator (see Administrator list below).

#### ASSISTANT PRINCIPAL

If your concerns are outside the parameters listed for the Content Administrator, or related to a behavioral concern, contact your student's Assistant Principal.

**4. 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 470-254-2940.

**5. If your problem has not been resolved through the Principal's office, contact the appropriate Area Superintendent, then the Superintendent, then ultimately the Board of Education.**

## Teachers

Emails for teachers may be found on the [Webb Bridge website](#):

Content Chairs		
Name	Content Area	Email Address
Mr. Nathan Amrine	Math	<a href="mailto:Amrine@fultonschools.org">Amrine@fultonschools.org</a>
Ms. Katie Bartlett	ELA	<a href="mailto:bartlettk@fultonschools.org">bartlettk@fultonschools.org</a>
Ms. Melissa Beam	Science	<a href="mailto:beamm1@fultonschools.org">beamm1@fultonschools.org</a>
Ms. Debbie Sheftel	Social Studies	<a href="mailto:Sheftel@fultonschools.org">Sheftel@fultonschools.org</a>
Ms. Robin Walters	Reading	<a href="mailto:waltersr@fultonschools.org">waltersr@fultonschools.org</a>
Ms. Mia Awad	World Language	<a href="mailto:awadm@fultonschools.org">awadm@fultonschools.org</a>
Mr. Les Meenan	PE & Health/Connections	<a href="mailto:meenan@fultonschools.org">meenan@fultonschools.org</a>
Ms. Melanie McCutcheon	SEC	<a href="mailto:McCutcheon@fultonschools.org">McCutcheon@fultonschools.org</a>
Ms. Caroline Kelly	TAG	<a href="mailto:kellyc3@fultonschools.org">kellyc3@fultonschools.org</a>

Counselors		
Name	Title	Email Address
Ms. Emma Baginski	6 <sup>th</sup> Grade Counselor	<a href="mailto:baginskie@fultonschools.org">baginskie@fultonschools.org</a>
Ms. Amani Parson	7 <sup>th</sup> Grade Counselor	<a href="mailto:parsona@fultonschools.org">parsona@fultonschools.org</a>
Ms. Anne Ramsey	8 <sup>th</sup> Grade Counselor	<a href="mailto:ramseya@fultonschools.org">ramseya@fultonschools.org</a>

Administrators		
Name	Title	Email Address
Rebecca Williams	<b>Principal</b> <i>Content Admin: ELA, Reading</i>	<a href="mailto:williamsr01@fultonschools.org">williamsr01@fultonschools.org</a>
Mike Milak	<b>6<sup>th</sup> Grade Assistant Principal</b> <i>Content Admin: Fine Arts, CTAE</i>	<a href="mailto:milak@fultonschools.org">milak@fultonschools.org</a>
Carmen Hurst	<b>8<sup>th</sup> Grade Assistant Principal</b> <i>Content Admin: SPED, Math and PE &amp; Health</i>	<a href="mailto:HurstC@fultonschools.org">HurstC@fultonschools.org</a>
Michelle Garner	<b>7<sup>th</sup> Grade Assistant Principal</b> <i>Content Admin: World Language, Science, ESOL and TAG</i>	<a href="mailto:garnerm@fultonschools.org">garnerm@fultonschools.org</a>
Katie Pardee	<b>Instructional Coach/Administrative Assistant</b> <i>Content Admin: Social Studies and TAG</i>	<a href="mailto:pardee@fultonschools.org">pardee@fultonschools.org</a>

## School Address:

Webb Bridge Middle School  
4455 Webb Bridge Rd.  
Alpharetta, Ga 30005  
PH: 470-254-2940  
Fax: 470-254-2948  
[webbbridge.com](http://webbbridge.com)