

Fulton Academy of Virtual Excellence (F.A.V.E.) 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 48 hours.

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 F.A.V.E. website at [FAVE 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 48 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.

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 470-254-6570.

Teachers

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

Content Chairs		
Name	Content Area	Email Address
Shericko Leverette	2 nd Grade	leverettes@fultonschools.org
Jennifer Winklmann	3 rd Grade	winklmannj@fultonschools.org
Carly Weinberg	4 th Grade	weinberg@fultonschools.org
Adrean Hardy-Martin	5 th Grade	hardyma@fultonschools.org
Latoya Walden	Middle School ELA	waldenl@fultonschools.org
Sarah Smith	Middle School Reading	smithsarah@fultonschools.org
Briar Schmitz	Middle School Math	schmitzb@fultonschools.org
Le'Metrius Rowe	Middle School Science	rowelt@fultonschools.org
Shanna Richardson	Middle School Social Studies	richardsons1@fultonschools.org
Cicity Pearson	High School ELA	pearsonc1@fultonschools.org
Yvette Hampton	High School Math	hamptonyl@fultonschools.org
Randy Dugan	High School Science	duganr@fultonschools.org
Cheryl Morris	High School Social Studies	morrisc5@fultonschools.org
Ann Van Loo	Fine Arts / Health – PE	vanlooa@fultonschools.org
Jose Franco	World Languages	franco@fultonschools.org
April Jordan	Gifted	jordanaw@fultonschools.org
Carissa Roustan	Exceptional Education	roustanc@fultonschools.org

Counselors		
Name	Title	Email Address
Julie Gracey	Grades 2 -12 Last Name beginning with A-L	graceyj@fultonschools.org
Ashley Moore	Grades 2-13 Last Name beginning with M-Z	Moorea13@fultonschools.org

Administrators		
Name	Title	Email Address
Dr. Taylor Barton	Principal	bartont@fultonschools.org
Megan Endicott	Elementary & Middle School Assistant Principal	ENDICOTT@FULTONSCHOOLS.ORG
Keke Hurt	High School Assistant Principal	Hurtk2@fultonschools.org
Ebony Betts	2-12 Literacy Instructional Coach	BETTSE@FULTONSCHOOLS.ORG
Tawanna Brown	2 – 12 Math Instructional Coach	browntaw@fultonschools.org