

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 Level Counselor	
Medical	Stephanie Sorina , Clinic Assistant	Connie Harwood , 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	Duncan Jerrett , Assistant Administrator
Extended Learning	Sibusiso Ngubeni , Graduation Coach	Melanie McCollum , 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	Duncan Jerrett , 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](#). 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.



2. If you have not heard from the teacher in 48 business hours, contact your child's counselor.



3. 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.



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 470-254-7622.



5. 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.