

The following guidelines have been established by the E.B. Ellington Elementary School administration and the leadership team to ensure effective and efficient communication flow between all stakeholders in the operation E.B. Ellington Elementary School.

### E. B. Ellington Elementary

5540 Old Jacksonboro Rd.  
Ravenel SC 29470  
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**Anita Huggins**  
Interim Superintendent of  
Schools

**Michelle Simmons**  
Chief Academic Officer

**Jennifer Swearingen**  
Assistant Superintendent, ELC

**James E. Dallas**  
Principal

**Melissa Dudzinski**  
Assistant Principal

1. There will be an established suggestion box for input from faculty, staff, students, community members and parents in the front office of the main building.
2. There will be scheduled meetings of the School Improvement Council/Title I on a regular basis.
3. The School Improvement Council/Title I will be placed on the agendas of all community and parental meetings during the course of the school year.
4. In the planning of annual meetings of E.B. Ellington Elementary School Improvement Council/Title I, parents there will have opportunities for individual and group questions regarding student activities and the Title I budget and planning process.
5. Parents and other stakeholders will be encouraged to bring any and all suggestions, concerns and/or issues to the administrative team and/or the leadership team.
6. E.B, Ellington Elementary administration will train and direct clerical staff to pass on all phone calls or visits to the E.B. Ellington Elementary administration to ensure quick and thorough follow-up.
7. E.B. Ellington Elementary administration will gather parent's suggestions, concerns and/or issues and bring them to the Teacher Assistance team (TAT) meeting for review and feedback.
8. All suggestions, concerns, and or issues will be follow-up with a response back to the interested party within 48 hours of the Teacher Assistance team.

