

Crabapple 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.***

STEP 1: Speak Directly to the Source

All students are encouraged to express their concerns directly to a staff member. If you, as a parent, are concerned about an issue involving your child's education, classroom experience, or grade, go right to the source. Staff emails are found on the [CMS website](#). Staff members will make every effort to get back to you as quickly as possible, but it may up to 48 business hours. 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.



STEP 2: If you have not heard back from the staff member in a reasonable amount of time (within 48 hours AND after two attempts) or if you are dissatisfied with the outcome of your conference/communication, contact:

Concern is related to Social/Emotional Wellbeing

COUNSELOR

If you need an update on your child's progress (academic or behavior) in a particular class, contact the counselor (see [Student Support Teams](#)).

Concern is related to Behavior, Curriculum, Grading

ASSISTANT PRINCIPAL

If your concerns stem from a classroom practice, grade, or particular book or assignment, contact the department administrator (see next page).

Concern is related to IEP/SEC

Instructional Support Teacher (IST)
Tomeki Lavender (lavendert@fultonschools.org)

Concern is related to 504

504 Coordinator
Connie Lenich (lenichc@fultonschools.org)

Concern is related to Attendance

CMS Front Office
Amy Schroder (cmsfrontoffice@fultonschools.org)



STEP 3: The majority of concerns will have been resolved by this point. However, if you still need to speak with someone about your situation, please contact [Stephanie Haga](#), CMS Principal, to schedule an appointment.

CONTACT INFORMATION

Click on the hyperlinked name below to compose an email. Please remember that staff members have 48 business hours to respond to emails.

Content Area	Contact Before Administrator	Content Administrator
Connections	--	Eric Casey
English/Language Arts	Liebs Honeycutt	Andrew Bolin
ESOL	Tania Escobar	Andrew Bolin
Fine Arts	--	Eric Casey
Math	Briar Schmitz	Melanie McCollum
Science	--	Eric Casey
Social Studies	--	Andrew Bolin
Services for Exceptional Children	Tomeki Lavender	Stephanie Haga
TAG	Kristin Pujals	Melanie McCollum
World Languages	--	Melanie McCollum

Student Support Teams

The document below lists the Administrator and Counselor for students, grouped by the student's last name.

[Click HERE to view the Student Support Teams.](#)