



## W.T. WOODSON COMMUNICATION PROTOCOL

Below you will find the protocols designed to promote **direct, open and respectful communication**. This has been created as a communication guide to support student achievement. Students, parents and staff are expected to follow this protocol. **By working together, we can continue to strengthen trust and respect among parents, students, teachers and staff.**

### Teachers and staff are expected to:

- Communicate with students and parents in a proactive manner;
- Call parents directly regarding serious matters related to their student's education;
- Follow-up with parents in 2 business days via email or telephone;
- Maintain a current Blackboard site for all classes.

### Students are expected to:

#### **1. Speak directly to the teacher:**

Students are encouraged to discuss their concerns directly with their teacher to resolve their concerns, to improve communication and self-advocacy skills and to build relationships within the classroom.

### Parents are expected to:

**1. Speak first to your child:** If you are still concerned about an issue involving your child's education, classroom experience or grade, **please communicate directly with the teacher.**



**2. Contact Counselor:** If you haven't heard from the teacher by the end of 2 business days, please contact your child's **School Counselor**. Your counselor will help you get in touch with the teacher. **Please see the back of this form for a complete listing of our Student Services Staff.**



**3. Contact Curriculum Administrator:** If after following steps 1 and 2, a resolution has not been reached, contact the **Subject Administrator** who oversees the subject area in order to express your concerns. **Please see the back of this form for a complete listing of our Administrators and the departments they oversee.**



**4. Contact Principal:** Most problems will have been resolved by this point. If you still need to speak with someone about your concern, please contact Dr. Floyd's office at (703) 503-4607.



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<u>Administrator</u>	<u>Students</u>	<u>Departments</u>
Paula DiSalvo	A-Duc	Math/CTE/ESOL
Kathy Martin	Dud-Kim	Science/Computer Science
Mandy Burke	Kin-McA	Learning Services
Shashi Madan	McB-Sa	English/World Languages/Library
Phillip Yarborough	Sb-Z	Social Studies/Honor Council
Adam Entenberg	CSS	Visual & Performing Arts/CSS
Beth Lash	Student Services	Counselors
Dan Checkosky	Student Activities	Health & Physical Education

Counselor		Assignments	Phone #	Email
Dell'Orso	Matt	A-Cah	703-503-4626	midellorso@fcps.edu
Mehaffey	Linda	Cai-Duc	703-503-4627	lmehaffey@fcps.edu
Wood	Adrienne	Dud-Hei	703-503-4768	acwood@fcps.edu
Ford	Grady	Hej-Kim	703-503-4628	gcford@fcps.edu
Walter	Elizabeth	Kin-McA	703-503-4634	ehwalter@fcps.edu
Proffitt	Alaina	McB-Os	703-503-4750	aproffitt1@fcps.edu
Kovachik	Ashley	Ot-Saz	703-503-4631	alkovachik@fcps.edu
Ward	Jody	Sb-N. Tran	703-503-4622	jaward@fcps.edu
Matthews	Michael	O. Tran-Z	703-503-4629	mwmattthews@fcps.edu
Parker	Jennifer	CSS	703-503-4778	jrpkarker@fcps.edu
Joo	Daniel	Transitions	703-503-4784	djoo@fcps.edu
Guinee	Kathleen	Testing	703-503-4805	kpguinee@fcps.edu
Lieb-Mosley	Christine	Registrar/AA to DSS	703-503-4622	cliebmosley@fcps.edu
Nielsen	Erle'	Transcripts	703-503-4623	smnielsen@fcps.edu
Szymanski	Alex	Student Information	703-503-4650	aszymanski@fcps.edu
Ishii	Kathie	Career Center	703-503-4661	kaishii@fcps.edu