

## Communication in the OES Upper School 2016-17

OES encourages direct, honest, and respectful communication among parents and with the school. To this end, OES parents are asked to commit to the following principles of communication. The principles are designed to enhance parent partnership in supporting the safe and healthy development of children in our community.

As a parent, I commit to:

- Communicating with other OES parents directly if concerned about the health or safety of my child or any other child in the community in activities outside of school.
- Being open and receptive to the perspectives of other parents and the school about my child.
- Assuming that other parents are acting in good faith and in the best interests of all of our children.
- Balancing the best interests of my child with the needs of others.
- Discouraging illegal activity on the part of our children.
- Using available school resources when needed and appropriate (see below).

If you have questions or concerns about the above communication commitments or if you have questions that are not answered for any of the topics below, please contact **Corbet Clark, Interim Head of Upper School** or your grade level's **Parent Association Link (PAL) representative (see list below)**. In addition, please contact your student's **advisor** or the **Deans of Students (see list below)** at any time for assistance.

In the Upper School it can sometimes be complicated to know whom to directly contact about a given issue. Below you will find a list of topics with associated contacts. Please use this list in conjunction with the Upper School section of the Handbook and the OES Directory to determine the best person to contact for an issue below.

### Upper School Who to Contact 2016-17

<b>Topic:</b>	<b>Question about...</b>	<b>Contact Order:</b>
<b>Academic:</b>	A particular class	1. Teacher 2. Department Chair (see list below)
	A particular teacher	Department Chair (see list below)
	Class load	1. Advisor 2. Dean of Students (see list below)
	Schedule	1. Advisor 2. Assoc. Head of US for Academics – Deri Bash
	Transcript	College Counseling Administrative Asst. – Alison Nugent
	Academic Support	1. Academic Specialist – Colleen Shoemaker 2. Advisor
	Academic Program PreK-12	Director of Studies – John Holloran
<b>Support:</b>	Social and emotional support	1. Counselor – Amanda Weber-Welch 2. Advisor
	Spiritual Support	US Chaplain – Jenny Cleveland
	Health	Nurse – Elaine Elliott
	More questions...	1. Director of Counseling & Academic Support – Cindy McEnroe 2. Head Chaplain – Phillip Craig
<b>Discipline:</b>	Student Discipline	Dean of Students (see list below)
	Discipline Committee	Chair of the Discipline Committee – Dana Mosher Lewis
<b>Attendance:</b>	Lateness or absence	Attendance Coordinator – Alison Nugent ( <a href="mailto:usattend@oes.edu">usattend@oes.edu</a> )
<b>Technology:</b>	Academic Technology	US Technology Coordinator – Ed Cecere
	Information Technology	Director of Educational Technology – Brad Baugher
	Systems	IT Manager – Brad Kuhns

<b>Topic:</b>	<b>Question about...</b>	<b>Contact Order:</b>
<b>US Programs:</b>	Class meetings, trips or events	Head Class Advisor (see list below)
	College Counseling	Director of College Counseling – Paula Sutton College Counselor – Jenny Cleveland
	Discovery	Discovery Coordinator – Dana Mosher Lewis
	Library	Upper School Librarian – Chris Myers
	Outdoor Program	Experiential Education Coordinator – Tom Handel
	Service Learning	Service Learning Coordinator – Robin Schauffler
	Student Council	Student Council Advisors – Corbet Clark, Deri Bash
<b>Athletics:</b>	Winterim	Winterim Coordinator – Christina Meyerhoff
	A particular team	1. Coach 2. Athletic Director – Dennis Sullivan 3. Administrative Asst. for Athletics – Jill Schantz
<b>Residential Life:</b>	Injuries and athletic health	Athletic Trainer – Joel Gray
	Program or student specifics	1. Assoc. Head of US for Residential Life – Deri Bash 2. House Heads – Peter Buonincontro, Bradley Hoffman
<b>Business Office:</b>	Backyard Exchange and/or Host Family Exchange	1. House Head – Bradley Hoffman 2. Assoc. Head of US for Residential Life – Deri Bash
	Accounts Payable	Accounts Payable Specialist – Kim Sparkenbaugh
	Accounts Receivable	Accounts Receivable Specialist – Lisa Kave
<b>Admissions:</b>	General	Chief Financial Officer – Gretchen Reed
	Upper School	1. Upper School Admissions Associate – Helen Mallette 2. Director of Admissions – Susan Gundle
	Residential	Upper School Admissions Associate – Helen Mallette
<b>Other:</b>	Financial Aid	Assistant Director of Admissions and Financial Aid – Jennifer Bash
	Facilities and Transportation	1. Transportation Assistant – Robbi Garvin 2. Director of Facilities – Jon von Behren
	Safety	Safety Coordinator – Rebecca Williams
	Development	Director of Advancement – Liz MacDonell
	Food Service, Meal Reservations	Director of Food Services – Kelly Cowing

Deans of Students

Kara Tambellini  
Deb Walsh

PAL Representatives:

9: Clare Rathbone  
10: Rico McIver  
11: Jennifer Hapke  
12: Holly Hady

Support Services:

Counselor: Amanda Weber-Welch  
Academic Specialist: Colleen Shoemaker

College Counselors:

Director of College Counseling: Paula Sutton  
College Counselor: Jenny Cleveland

Head Class Advisors:

Class of '20: Julie Sikkink  
Class of '19: John Holloran  
Class of '18: Joel Gray  
Class of '17: Adam Steele/Coleen Davis

Department Chairs:

Art: Margaret Synan-Russell  
English: Rick Rees  
English Language Support: Robin Weitzer  
History: Mike Gwaltney  
Language: Kelola McCrary  
Math: Liz Weiler  
Music: Nancy Teskey  
Religion and Philosophy: VJ Sathyaraj  
Physical Education: Melissa Smith  
Science: Ryan Holland