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.

<table>
<thead>
<tr>
<th><strong>Upper School Who to Contact 2016-17</strong></th>
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<tbody>
<tr>
<td><strong>Topic:</strong></td>
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| Academic: | 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 |
| Support: | 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 |
| Discipline: | Student Discipline | Dean of Students (see list below) |
| | Discipline Committee | Chair of the Discipline Committee – Dana Mosher Lewis |
| Attendance: | Lateness or absence | Attendance Coordinator – Alison Nugent (usattend@oes.edu) |
| Technology: | Academic Technology | US Technology Coordinator – Ed Cecere |
| | Information Technology Systems | Director of Educational Technology – Brad Baugher  
IT Manager – Brad Kuhns |
<table>
<thead>
<tr>
<th>Topic</th>
<th>Question about...</th>
<th>Contact Order</th>
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<tr>
<td>US Programs:</td>
<td>Class meetings, trips or events</td>
<td>Head Class Advisor (see list below)</td>
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| | 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  
Winterim Coordinator – Christina Meyerhoff |
| Athletics: | A particular team | 1. Coach  
2. Athletic Director – Dennis Sullivan  
3. Administrative Asst. for Athletics – Jill Schantz |
| | Injuries and athletic health | Athletic Trainer – Joel Gray |
| Residential Life: | Program or student specifics | 1. Assoc. Head of US for Residential Life – Deri Bash  
2. House Heads – Peter Buonincontro, Bradley Hoffman |
| | Backyard Exchange and/or Host Family Exchange | 1. House Head – Bradley Hoffman  
| Business Office: | Accounts Payable | Accounts Payable Specialist – Kim Sparkenbaugh |
| | Accounts Receivable | Accounts Receivable Specialist – Lisa Kave |
| | General | Chief Financial Officer – Gretchen Reed |
| Admissions: | Upper School | 1. Upper School Admissions Associate – Helen Mallette  
2. Director of Admissions – Susan Gundle |
| | Residential | Upper School Admissions Associate – Helen Mallette |
| | Financial Aid | Assistant Director of Admissions and Financial Aid – Jennifer Bash |
| Other: | 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 McCrady  
Math: Liz Weiler  
Music: Nancy Teskey  
Religion and Philosophy: VJ Sathyaraj  
Physical Education: Melissa Smith  
Science: Ryan Holland