

St.Odilia School Policy and Information Manual

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Communication System Between Administration, Teaching Staff and Parents

Background / Rationale

Communication between the school's professional staff and parents is essential in providing the student with the opportunity for continued academic/personal growth and success.

Policy Statement

Parents will be given the opportunity to communicate with the school staff whenever either party feels this would benefit the student's progress. St. Odilia School staff will facilitate communications between school and parents using the following communication tools: Written handouts, telephone communication, website and e-mail communication, parent-teacher conferences, both formal and informal, and report cards.

Procedure

1. **Parent-Teacher Conferences:** Parent-teacher Conferences are formally scheduled twice each school year, once in the fall shortly after the first marking period and once in the spring. Parent-teacher conferences are designed to provide parents with an opportunity to discuss the student's progress, voice questions or concerns, and learn more about the school's educational program.

Occasionally, concerns arise that either the parent or teacher feel require immediate attention, necessitating a more immediate conference between the parents and the teacher. If such a situation does arise, the parents, teacher, and/or principal should make the necessary contacts to arrange an appointment.

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2. **Telephone / E-Mail Communication:** Parents should feel free to call or e-mail a child's teacher if there is a concern they would like to discuss. Since the teachers are in the classroom almost all day, it may be necessary to leave a message. The teacher will return calls or e-mails as soon as possible. Likewise, a child's teacher will call or e-mail a parent if there is a problem they would like to discuss. The school office is open at 8:30 am and closes at 4:30 pm, Monday through Friday.

3. **Report Cards:** Report Cards are issued quarterly to students in grades K-8, approximately every nine weeks. K may not receive an initial report card. Grades K-3 are evaluated on a performance scale, each child compared against his/her own progress. Letter grades of A, B, C, D or F are used in grades 4-8.

4. **Student Files:** The Family Education Rights and Privacy Act of 1974 give students and their families the right to view school records, while prohibiting access to unauthorized persons. Federal regulations insure parents and students' rights of confidentiality, inspection, amendment, and destruction of student records. Release of records is done only on the written authorization of parent or guardian.

5. The following course of action should be taken to address concerns, questions, or problems:

CONCERNS ABOUT SCHOOL POLICIES: Bring to School Council (Open docket).
See procedure in the Student/Parent Handbook.

CONCERNS REGARDING CLASSROOM/PLAYGROUND/LUNCHROOM:

- A. Consult the appropriate teacher or staff member by appointment. Confidentiality regarding the issues will be maintained between the parent and teacher/staff member.
- B. If not satisfied, consult with the teacher/staff member and either the principal or assistant principal by appointment.
- C. If there are still concerns, make an appointment with the parish administrator.

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CONCERNS REGARDING THE ADMINISTRATION OF THE SCHOOL:

- A. Bring concerns to consult with the principal.
- B. If not resolved, bring concerns to the parish administrator.
- C. If not resolved, contact the pastor.

CONCERNS REGARDING TRANSPORTATION:

- A. Contact the St. Odilia Busing Coordinator at (651) 415-3333.
- B. If not resolved, contact the principal.
- C. Call the appropriate Public school transportation office.
Roseville: Jim Monroe (651) 635-1638
Mounds View: Chris Corderre (651) 639-6200.
- D. Contact the school board of the appropriate district.