

Dear Koraes Families,

We have worked on refining our Parent Contact Expectations for our staff. Please find a summary of the expectations for our staff. Please contact me should you have any question. This document may also be found on our website under current students . Thank you.

Parent Contact Expectations

Teachers strive to establish partnerships with parents to support student learning. Strong communication is fundamental to this partnership and to building a sense of community between home and school. Our goal for teachers is to expand their skills in order to maximize effective communication with parents.

Effective communication is essential to create strong school-home partnerships and to increase parental involvement. Just as teachers are skilled in the art of teaching, they also require knowledge and skills to effectively communicate with their parent community.

Every communication exchange, regardless of format, should reflect a thoughtful, planned approach and should be viewed as an opportunity for teachers to promote parent partnerships and, ultimately, to support student learning.

The Family Educational Rights and Privacy Act of 1974 (FERPA) is a federal law that protects the privacy of student education records. This means school staff may NEVER discuss another child's discipline or any type of information with someone other than the parent. This is the school's version of HIPAA in the medical field.

Email: Teacher responsible for supervision is responsible to contact the parent
Email may be used to contact parents regarding the following(one time only):

- Drop in grades
- Change in behavior
- Change in attendance (tardies - absences)
- First-time contact for classroom disruptions (warning)
- Unreturned dress code violations
- Celebrate classroom success (may be used multiple times)

Mandatory Phone Call: Two-way communication occurs when teachers and parents verbally dialogue together. Initial contact must be made by the supervising teacher.

- 2nd time contact made for drop in grades to failing grades
- Any discipline referral
- Excessive absences and tardies
- Classroom behavior that is disruptive to the learning environment
- Any inappropriate language
- Injury
- Student-to-student physical contact (parents of all students must be contacted)
- Inappropriate touching (parents of all students must be contacted)
- Celebrate classroom success

Sincerely,
Mrs. Lind

Principal