

Addition to LAA/LAPB Personnel Handbook
Teacher Communication Policy

Home Visits

All students will receive a home visit prior to the start of the school year and additional visits may be scheduled throughout the year. The purpose of these visits is to help establish clear communication between home and school. A staff member will review the Family Student School Compact, share expectations of the school, answer parent questions, and confirm the student's plan to attend the school in the summer/fall.

Conference between Parents/Guardians, Student, And Teacher

Our goal is 100% parent participation in parent-student-teacher conferences! To provide more information to you about your student, teachers will schedule up to four conferences each year with you. At these conferences, parents/guardians will see work samples from each class and hear in greater detail about their student's successes and struggles. Students in the Upper Academy will be taught to lead these conferences (with the teacher there for support and to fill in any gaps). Together, teachers, parents/guardians, and students will create student learning plans. These plans will include clear statements about current progress levels and goals for improving problem areas. These learning plans may be modified as necessary during the school year. Parents/guardians may request a conference at any time and as often as they see a need. In addition to quarterly conferences, a parent/guardian may request a conference via phone, email or by sending a note to the teacher.¹

Communication with Parents

The Principal will utilize the all school calling system to notify parents of key events and announcements. The Principal will provide a Weekly Newsletter to Parents about school events and opportunities for parental involvement. Teachers will provide parents with a weekly to bi-weekly newsletter informing parents of key assignments and grade level and class information.

Grades, Report Cards and Mid Term Reports

Teachers will report each student's progress at least four times during the school year. The grading system is included on the report card. Parents will also have access to student grades through the parent portal of Power School.

Report Cards will be delivered and reviewed at parent-teacher-student conferences. If a parent/guardian is unable to participate in a conference, the school will work with him or her to set up another time to meet. These reports inform you as to your child's mastery of the state required subject matter and where your student needs to improve. The report card must be signed by the parents/guardians. Kindergarten through fourth grade report cards give feedback based on a year-long skills continuum; 5th grade and up focus on mastery of specific skills each quarter which are averaged at the end of the school year.

Mid-Term Reports will be sent home during each quarter. These reports provide an indication of what the students are doing half way through the term and what they need to improve upon. It also provides a brief statement of what is being studied and what will be covered in the last part of the marking period.

¹ To be added to the 2011-12 LAA and LAPB Personnel Handbook in compliance with ADE Standard 51.
Adopted: 4.12.11