

St. Odilia School Policy and Information Manual

5123 **Communication System between St. Odilia Staff and Parent(s)/Guardian(s)**

1.0 Policy Statement

- 1.1 Communication between St. Odilia Staff and Parent(s)/Guardian(s) is essential in providing the student with the opportunity for continued academic/personal growth and success.

2.0 Definitions

- 2.1 Intentionally Left Blank

3.0 Procedure

3.1 STUDENT'S PROGRESS COMMUNICATIONS

Parent(s)/Guardian(s) will be given the opportunity to communicate with St. Odilia Staff whenever either party feels that this would benefit the student's progress. St. Odilia Staff will facilitate communications between the school and Parent(s)/Guardian(s) using the following communication tools:

3.1.1 Parent-Teacher Conferences (Formal and Informal)

- (1) Parent-Teacher Conferences are formally scheduled twice each school year, once in the fall and once in the spring. Parent-teacher conferences are designed to provide Parent(s)/Guardian(s) with an opportunity to discuss the student's progress, voice questions or concerns, and learn more about the school's educational program.
- (2) Occasionally, concerns arise that either the Parent/Guardian or teacher feel require immediate attention, necessitating an additional conference between the Parent(s)/Guardian(s) and the teacher. If such a situation arises, the Parent(s)/Guardian(s), teacher, and/or Principal should make the necessary contacts to arrange an appointment.

3.1.2 Telephone / Electronic/Written Communications

- (1) Parent(s)/Guardian(s) should feel free to call or use electronic/written communications to contact a child's teacher if there is a concern they would like to discuss. It will be necessary to leave a voice message since the teachers are unavailable to speak in the classroom almost all day. The teacher should return calls and/or written communications

as soon as possible or within one school day. Likewise, a child's teacher will call or e-mail a Parent/Guardian if there is a problem they would like to discuss.

- (2) The school office is open at 8:30 am and closes at 4:30 pm, Monday through Friday when school is in session. Office hours vary during the summer and school holidays.

3.1.3 Report Cards

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

3.1.4 Student Files

The Family Education Rights and Privacy Act of 1974 gives students and their families the right to view school records, while prohibiting access to unauthorized persons. Federal regulations ensure Parent(s)/Guardian(s) and students the rights of confidentiality, inspection, amendment, and scheduled destruction of student records. Release of records is done only on the written authorization of the Parent/Guardian.

3.1.5 Parent Portals

Teachers will use online platforms to communicate assignments, calendars, upcoming events, gradebooks (5-8), and announcements. Grades will be updated on a weekly basis and assignments should be updated daily.

3.2 CONCERNS, QUESTIONS, PROBLEMS

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

3.2.1 Concerns Regarding School Policies

See Policy No. 5145 "Grievance".

3.2.2 Concerns Regarding Classroom/Playground/Lunchroom

See Policy No. 5145 "Grievance".

3.2.3 Concerns Regarding St. Odilia Staff

See Policy No. 5145 "Grievance".

3.2.4 Concerns Regarding Transportation

- (1) Contact the St. Odilia Busing Coordinator (Assistant Principal) or Principal.

- (2) If not resolved or not in the school administration's purview, call the appropriate Public-school transportation office.
Roseville: Transportation Office (651) 635-1638
Mounds View: Transportation Office (651) 639-6200
- (3) If still not resolved, contact the school board of the appropriate school district.