

# COMMUNICATION

The primary means of communication about school events is through the SCA webpage ([www.scawarriors.org](http://www.scawarriors.org)) and PowerSchool bulletins. The events tab located on the webpage contains upcoming events and activities and is updated on a regular basis. Parents are encouraged to check the webpage on a daily basis for important school news and updates.

SCA also utilizes email to send out information to parents. It is very important to keep student records up to date with current email addresses. If a parent does not have access to email, teachers will make other arrangements for sharing information.

## **Major Forms of Communication**

- Webpage
- Vimeo (Headmaster videos via email)
- Teacher Newsletters (K-6)
- Email
- Texting (emergencies only)
- Warrior Weekly (every Monday and other times as needed)
- Phone Tree
- Middle School Times

## **FACULTY COMMUNICATION WITH PARENTS**

### **Communication from K-6<sup>th</sup> Grade Teachers**

Each Tuesday, K-6<sup>th</sup> grade teachers send home a folder with the student's classroom work. Parents should review each paper noting the strengths and weaknesses of the student's work. Praise children for good work or good effort, and assist them as needed. Folders and each paper with a grade below a "C" should be signed by a parent and returned the very next day for the teacher's file.

An interim report for first grade and above will be included in this folder at the midpoint of each grading period. This report will summarize the student's progress to that point. If there are any questions about a child's work or behavior, please contact the teacher as soon as possible for an appointment. Parents may email or call the school office with a message for the teacher to schedule an appointment or return a parent's call.

### **Communication from Middle School Teachers**

Middle school students do not receive weekly folders; however, some teachers may require students to list grades in their planners for parents to review and sign. Middle School Times, the weekly middle school newsletter, is available on the website.

Interim reports will be sent home at the midpoint of each grading period. This report will summarize the student's progress to that point. If there are any questions about a student's work or behavior, please contact the teacher as soon as possible for an appointment. Parents may email or call the school office with a message for the teacher to schedule an appointment or return a parent's call.

Student grades are accessible on the secure PowerSchool Parent Portal website at [www.ps.fbns.org/public](http://www.ps.fbns.org/public). Password information may be obtained from the school office.

### **Communication from High School Teachers**

High school students do not receive weekly folders; however, individual teachers may send selected papers home for parents to view. Students are responsible for seeing that these papers are taken home and shown to their parents. Parents should ask their students to show them their papers on a weekly basis.

Interim reports will be sent home at the midpoint of each grading period. This report will summarize the student's progress to that point. If there are any questions about a student's work or behavior, please contact the teacher as soon as possible for an appointment. Parents may email or call the school office with a message for the teacher to schedule an appointment or return a parent's call.

Student grades are accessible on the secure PowerSchool Parent Portal website at [www.ps.fbns.org/public](http://www.ps.fbns.org/public). Password information may be obtained from the school office.

## **PARENT COMMUNICATION WITH FACULTY**

### **Parent-Teacher Conferences**

Good communication between the parent and the teacher is very important. Parent-teacher conferences provide an opportunity to discuss each child individually so that his/her needs may be met more successfully during the year. There are scheduled conference days in the fall and spring; however, a parent may contact his or her child's teacher any time to arrange a conference.

### **Telephone Calls/Email**

SCA desires to work closely with parents by having on-going communication. It is also necessary to recognize that teachers have family and home lives and much work beyond school hours. For this reason, it is requested that parents email or call teachers at school and leave a message for them to return the call. If the teacher does not respond to the email/message within 24 hours, parents may contact the respective principal. Please respect the privacy of teachers at home.

### **Scheduling Appointments**

Parents wishing to speak with an administrator or other school personnel should contact the school office (preferably by phone) to set up an appointment. Administrators are involved in campus supervision from 7:30 a.m.-8:30 a.m. and 2:30 p.m.-3:30 p.m. each day, during which time they are unavailable for appointments.

Teachers are also busy taking care of school business at arrival and dismissal times. This is not the time to visit the classroom or conference with the teacher. If a conference with a teacher is needed, the teacher should be contacted to set up an appointment. Teachers will return calls during their planning periods or within 24 hours.

### **Complaint or Problem Procedure**

During the course of the year, occasional misunderstandings or problems may arise between a teacher and student, teacher and parent, parent and school, or any one of several possible areas. This is often the result of a lack of communication between those involved.

The school's policy for dealing with these situations is outlined below. This policy is consistent with the teachings found in Matthew 18:15-20.

- All questions, problems, or complaints should first be brought directly to the teacher or coach before anyone else is involved.
- If the situation is not cleared up at this level through direct contact, it should then be brought to the Principal or, if the problem regards athletics, the Athletic Director.
- If the situation is not resolved through mediation with the above parties, the parent should call the Assistant to the Headmaster to set up an appointment with the Headmaster.

Parents must agree to follow these steps and attempt a positive resolution to problems and disagreements within the school community. Activities to be avoided at all times include gossiping and spreading of hearsay reports or rumors. The good reputations of all people and of the school are to be protected and promoted.