

## 1300: HOME/SCHOOL COMMUNICATION (AP)

Approved: 87 07 07  
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### **POLICY**

**The Board of Education considers effective communication between parents and school personnel as one of the key elements to pupil success. The Board wishes parents to perceive District schools as being fully receptive to parental concern and as comfortable places to discuss the educational progress of their children.**

**The Board encourages all principals to develop annual plans for home/school communication, including invitations to parents to interact with their school and an outline of an appeal procedure should parents feel dissatisfied with a school-based decision or position.**

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### **ADMINISTRATIVE PROCEDURES**

#### **1.0 TYPES OF HOME/SCHOOL COMMUNICATION**

1.1 Home/school communication shall minimally include:

- i) regular print or electronic newsletters and other forms of electronic communication (ie Facebook, School Apps, etc.)
- ii) scheduled parent-teacher learning conferences
- iii) scheduled open houses or similar school activities
- iv) day-to-day contact as is practical and situationally necessary
- v) provision of a copy of the annual school plan

1.2 Distribution of outside information within a school and from school to home is subject to District approval. It is the Board's intention that no information or material distributed:

- i) shall stigmatize
- ii) false, inflammatory
- iii) negative or controversial
- iv) will provide any group exclusive rights
- v) no advertising for commercial or political gain

## **2.0 SCHOOL LEVEL MEETINGS**

- 2.1 All meetings and/or interactions are governed by SD 70's *Respectful Workplace Expectations*.
- 2.2 A parent's questions or concerns about their child's education will be raised according to the following process.
  - a. Step 1 – Classroom Teacher(s)
  - b. Step 2 – School Principal
  - c. Step 3 – Superintendent of Schools (or designate)
- 2.3 Suggested strategies and approaches for effective communication are outlined in SD70's *Communicating Effectively* brochure.

## **3.0 SUPPORT AT MEETINGS**

- 3.1 Parents/Guardians have the right to bring a support person with them when attending appointments with school district staff.
- 3.2 Parents/Guardians are requested to inform the school if they are intending to bring a support person to a meeting.

## **4.0 APPEAL PROCEDURES FOR PARENTS**

- 4.1 Complaint process regarding employees is outlined in *AP 1600: Complaints Against Employees or Volunteers (Other than Child Abuse)*.
- 4.2 Parents who feel dissatisfied with a school-based decision/position shall be encouraged to seek resolution of the problem as outlined in *Policy 115: Appeal of a Decision by an Employee*.