Lowe Elementary School SBDM Council Policy
Teacher/Parent Communication

All teachers will communicate with parents on a regular basis.

A. Teachers will send home a letter containing academic expectations, classroom management, schedule, and their communication policy at the beginning of each school year. The teacher will review this information with parents at Lowe’s Open House.

B. Each classroom teacher will make positive personal contact with every parent within the first month of school (i.e. phone calls, orientation, open house, conferences, and home visits). Classroom teachers will make positive, personal contact with parent whose children enroll after the first month within two weeks of enrollment. All parents will be invited to attend at least two conferences during the school year. Communication will also include report cards.

C. Each classroom teacher will develop and implement a system of communication to parents regarding academic and behavioral concerns.

D. Teachers’ primary responsibility from 8:50 – 3:45 is instruction. Therefore, parents wishing to speak with a teacher should send a note to the teacher, call the office and leave a message or send an e-mail to the teacher. Staff e-mail addresses are published on the school web page. Teachers will respond within one business day, unless they are absent from school or experience technical difficulties or other emergencies.

E. All conferences should be scheduled in advance with the teacher.

F. Parents are responsible for ensuring that all school records include accurate and up-to-date contact information including, but not limited to, telephone numbers, home address, and email address.

First Reading: January 21, 2003
Second Reading: February 28, 2003
Third Reading/Approved: March 18, 2003

Revision: November 7, 2011

First Reading: August 26, 2014
Second Reading/Approved September 23, 2014

SBDM Council Chairperson: Austin Allain