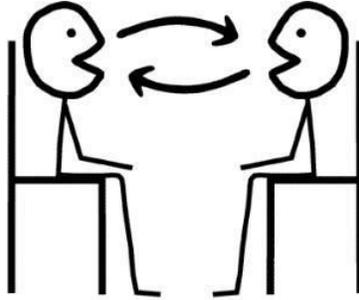


## Parent Communication Plan 6<sup>th</sup> grade LA/SS



The ultimate priority throughout the school year will always be the academic and personal well-being of each and every student in class. However, running a close second to this will be that of an open communication system and an encouraged and frequent dialogue with the parents and guardians of the students. As the parents will be deeply invested in their child's academic career, it is my want for them through communication with the teacher to be passively active in their child's academic life at school by being aware of how they are performing and if there are any issues to note outside of their studies. It is my strong desire that a parent be well aware always when it comes to their child's performance and behavior, be this in a positive or negative light. Communication between teacher and parent will not be highlighted always by that which needs to be improved on by the student, but instead should also remain focused on the positive strides, achievement of goals, and the students' successes within the class. It is my want for every parent to never be surprised by a final marking period grade as they will be aware of their child's academic progress that led to that mark. In addition, never should a parent be left unaware of any behavioral issues that are repetitive in nature and the larger consequences forthcoming for their child's behavior. As important as a teacher is to a student's academic career within the school's walls, equally as important is the role of the parent in their studies when they are home. Only together can we provide the best possible recipe for success for their children. The following are the multiple ways that the communication lines between teacher and parent will remain ever open.

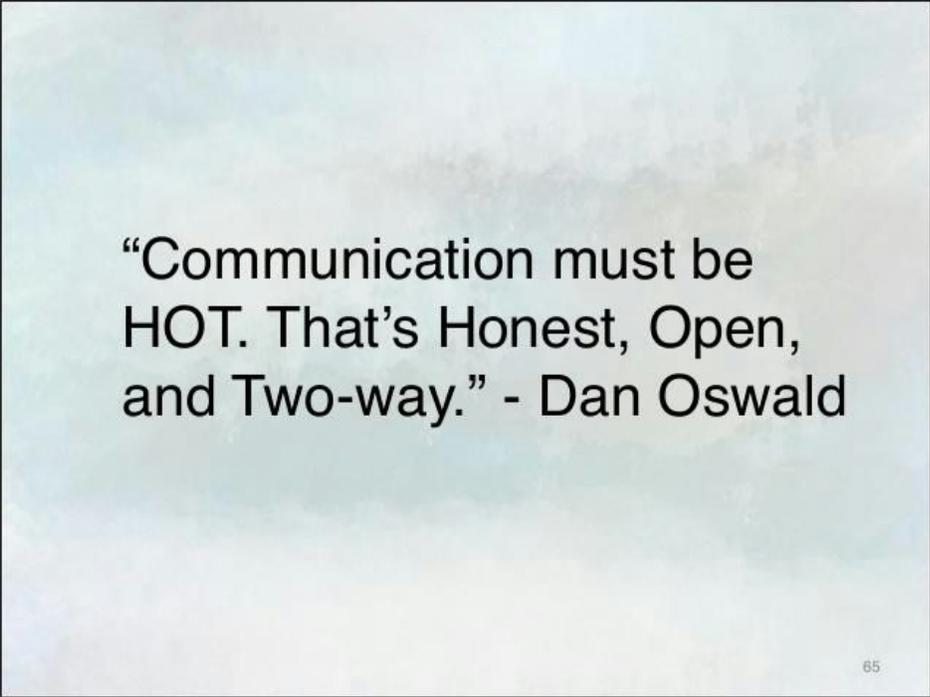
### Seven Steps to Open Communication

- 1) **Parents will have access to the school's database for their child's classes**, therefore showing them the academic progress of their child on a day-to-day basis.
- 2) **Detailed emails** will be sent to parents when one of the following occurs:
  - a. a student fails to hand in homework twice in one week.

- b. a student's behavior results in them being in detention twice in one week and for greater consequences for ongoing behavioral issues of the student.
  - c. a student receives a 69% or lower on a quiz, test, presentation, or project
  - d. a student receives a mark of 95% or higher on a quiz, test, presentation, or project
  - e. a student or class receives an accolade from the school for their work
  - f. when there are planned field trips upcoming
  - g. if extra materials need be bought for class
- 3) Every Friday a newsletter covering both Social Studies and Language Arts will be emailed to the parents of all the students highlighting the following main topics:
- a. What we have been covering in class that week.
  - b. What we plan to cover in class the following week.
  - c. If there are any major events on the horizon (unit 'mid-terms' or finals, upcoming field trips, large-scale presentations or projects due, vacations, etc.).
  - d. Extra resources available to students for the particular unit we are studying.
  - e. Any changes to the curriculum.
- 4) I will maintain an open communication line with parents throughout the school day and until 8pm every school night whereupon I will be available via email to answer any questions that they may have. On the weekends I will check for emails periodically and will try to answer them as I see them. However, please do not assume that I will be able to return your emails on the weekend.
- 5) I will always be available to meet with parents after school from 4-6:00pm if the meeting is set up at least 2 days in advance.
- 6) Home visits will occur throughout the year whereupon I will meet with the students and parents at their home and be able to discuss in detail their academic progress.
- 7) Parents and students alike will have access to my own website where I will highlight what we are doing throughout the school year.

Through the above seven steps, I will maintain an always open and ever available communication line with the parent or guardian of the students. It should be noted that no matter how much the teacher

reaches out to a parent, if the line of communication proves to be only one-way in its nature and the parents do not reciprocate in full, the student is the one who will suffer the greatest. We ask that as a parent you always keep in mind and take to heart that which is communicated to you about your child. The want for every student is to achieve and be successful in their studies and to grow within them a passion for learning. No teacher ever wishes for a child to taste failure either in small or grand helpings so please remember that if we reach out to you, it is not as a complaint against your child, but as a desire to see your child reach their ultimate potential. It is together, teacher and parent working in harmony, that the child outside of their own abilities and skills, has the best chance for success.



**“Communication must be  
HOT. That’s Honest, Open,  
and Two-way.” - Dan Oswald**