The Communication Partnership

Questions? Concerns? Need Information?

We have a procedure in place to help you.

● If the issue concerns your child, contact your child’s teacher first. The teacher can refer you to others as needed. If the issue is still unresolved after meeting with your child’s teacher, you should then contact the assistant principal or the principal.

● If the issue is a general issue regarding the school, the principal or the assistant principal should be contacted first. He/she will refer you to others as necessary.

● If, after working through the communication sources above, you feel that your needs have not been met, contact the Superintendent’s Office at 708-524-3004.

Need help with the procedure?

● Call the Central Office at 708-524-3004 or 708-524-3006.

We’ll be happy to help you!
**District Guidelines for School Board, Superintendent, and Administrators**

- Communicate district mission and goals to parents and community
- Provide regular updates on school and educational issues to parents and community
- Use a variety of strategies to reach parents and community, including maintaining an informational web site, providing information via an email info list, newsletters
- Provide a variety of forums for dialogue with parents and community, including Town Meetings, mini-surveys, and community forums
- Notify families and the community of proposed changes in programs or curriculum and allow opportunities for feedback
- Provide opportunities for parents to communicate with administrative staff
- Provide professional development for teachers and staff in customer relations and effective communications
- Provide support for parent and community education programs to assist parents and community in understanding how students can improve skills, get help, and meet class expectations
- Maintain an open, respectful relationship with news media
- Respond to written communication, when requested, within one week
- Check and respond to emails and phone messages promptly

**School Guidelines for Principals**

- Communicate school values and expectations to staff and students
- Keep staff informed of district initiatives
- Provide opportunities for entire staff to get together to talk about school issues
- Provide informal occasions for teachers and parents to get to know one another
- Seek and encourage staff and parent participation in meeting school goals
- Welcome parents and community in your school
- Provide parents with current information regarding school policies, practices, and both student and school performance data
- Schedule meetings at times of day convenient for parents
- Provide information regarding how parents can foster learning at home
- Develop a system for contacting all parents as the year progresses
- Plan for and encourage attendance at parent/teacher conferences
- Notify parents promptly of student absences, tardiness, incomplete homework, any issues of concern
- Host seniors and real estate agents to promote better understanding of educational goals and programs
- Ensure that office greetings, signage near the entrances communicate a climate in which parents feel valued and welcome
- Respond to written communication, when requested, within one week
- Check and respond to email and phone messages promptly

**Community Guidelines for Community**

- Communicate education as a priority within the village
- Promote the health, education, and welfare of children
- Support educational activities
- Attend educational forums

**Classroom Guidelines for Teachers**

- Communicate that parents are essential partners in the educational process
- Communicate all classroom expectations to parents and emphasize the importance of parental support
- Make a personal contact with as many parents as possible at the beginning of the school year and throughout the year as appropriate
- Keep regular channels of communication open through friendly notes, phone calls, newsletters, feedback opportunities
- Establish regular means of communication — good news bulletins, weekly folders, teacher/parent journals, newsletters, events and activities notices
- Let parents know how they can help you help their child succeed in school
- Help parents understand the importance of their support of school rules and procedures
- Distribute student work for parental review
- Assign some homework assignments that will require students to discuss with their parents what they are learning in class
- Establish relationships with PTO representatives
- Promote informal activities where parents/community members can interact in the school environment
- Communicate with parents regarding positive student behavior and achievement
- Communicate pride in your school
- Check and respond to email and phone messages promptly

**Learner Guidelines for Students**

- Ask questions in class
- Tell your teacher and parents if you are having trouble in school
- Share the events of the school day with your parents and the adults in your life
- Share successful learning strategies with your friends

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The Communication Partnership Goal:

To improve student achievement by promoting effective, ongoing communication among school board members, superintendent, administrators, principals, teachers, support staff, parents, students, and community.

When educators, parents, and community work together and exchange relevant and timely information, involvement increases.

When involvement increases, student achievement increases.