

Home

Guidelines for Parents and Guardians

- Communicate the importance of academic effort and success to your child
- Establish regular conversation times to talk with your child about his/her progress in school
- Attend meetings and forums on school issues
- Read all communications from the district; sign, and return them promptly when required
- Attend all parent/teacher conferences
- Attend parent education workshops
- Notify the school if your child will be absent or will not participate in an educational activity
- Contact your child's teacher if you have a question or problem related to your child's school experience
- Contact your child's teacher if you have concerns about your child's progress
- Seek the advice of teachers to understand child growth and learning; share information about your child that will be helpful to school staff
- Learn about school programs, curriculum, policies, regulations, and procedures, and support them
- Communicate to your child that all rules, regulations, and procedures should be followed
- Help your child understand program expectations and changes
- Complete feedback surveys of your school district, your school, your school staff
- Communicate character and citizenship values to your child
- Help keep other parents informed about school events and activities
- Communicate a positive image of your school to children and neighbors

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!

OUR MISSION IS TO EDUCATE EVERY CHILD TO BE AN *academically successful student*, A **SOCIALLY RESPONSIBLE CITIZEN**, AND A *life-long learner*... BY TEACHING THE NECESSARY *knowledge and skills*, AND THE APPRECIATION OF *cultural diversity*, WITHIN SCHOOLS THAT FOSTER **EXCELLENCE**, *mutual respect*, **CREATIVITY**, AND THE **JOY** OF *learning*, WITH AN **EFFECTIVE, CARING, INNOVATIVE** STAFF, IN **PARTNERSHIP** WITH *home* AND *community*.

COMMUNICATIONS GUIDELINES is published by the Department of Community Relations for the Oak Park community. Your comments and suggestions are welcome.

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Visit our award-winning web site at: www.op97.k12.il.us

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This brochure can be made available on audiotape. Contact the District's ADA Coordinator at 708.524.3000 for accommodation.

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COMMUNICATIONS GUIDELINES

When
INVOLVEMENT
increases,
STUDENT
achievement
INCREASES.

COMMUNICATIONS
GUIDELINES for
OAK PARK
ELEMENTARY SCHOOL
DISTRICT 97



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

When *involvement* increases, *student achievement* increases.

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.

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

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

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

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