



## **Larchmont Charter School at Hollygrove Campus Communication Policies and Expectations**

As stated in our school's mission, family engagement is a key element of our innovative practices, and we are fortunate to have parents and caregivers as strong allies and partners. In the spirit of remaining mission focused and enhancing the relationship between LCS and its families, we would like to celebrate and define communication strategies that support this partnership.

Ongoing communication is important and valued. We want to equip our community with the tools necessary to best support every child. For this reason, teachers and parents are the most important partners in our entire school. There is no doubt you will have questions, comments or concerns about your child's educational experience. Our team is committed to fostering two-way communication. Here is our commitment to you:

### **What Parents Can Expect:**

- Regular school communication and updates through the LCS website and Parent Portal – [www.larchmontcharter.org](http://www.larchmontcharter.org).
- Weekly communications from the school about events and updates in the form of an email blast known as The Weekly Blast.
- Communication from your child's teacher about curriculum and events in the classroom through the Teacher Pages on the LCS website as well as by email as needed.
- Parent communication will be responded to within 24-48 hours, excluding weekends and holidays. Often teachers prefer to make contact by phone in order to communicate more effectively than is possible through email.
- Request for appointments will be responded to or scheduled within 48 hours.
- Parents will be notified when there is a single serious issue or an ongoing problem.

### **What Teachers and Staff Can Expect:**

We want children to see teachers and parents as a united team. Please help empower our teachers by reinforcing the expectations they have established at school. We are fortunate to have instructional experts who make important decisions every day to guarantee that learning is possible for all kids. A family's supportive echo will send a long-lasting message to students regarding the strength of this team. In addition, the most productive communication assumes the best of each party and remains positive in tone. We ask that when situations or problems arise, families investigate circumstances and information before assumptions are made.

- Teachers and staff will make mistakes; they're human too!
- Teachers and staff members have their own families and lives; please respect their time after hours.
- We are all on the same team- your child's support team.
- Use age appropriate language around children on campus and in carpool when you drop them off.
- Recognize that we won't always agree, but we promise to listen.
- Speak positively in front of your child.
- Emails written in a positive tone are more likely to build collaboration needed to support your child's learning. Emails written with a negative or accusatory tone will be forwarded to the administrative team in order to rebuild more positive communication.

### **When Should You Contact Your Child's Teacher?**

- When there are changes in the family situation such as a divorce, new baby or a move.
- When medical issues arise or change.
- When there is an illness lasting more than 3 days.
- When there are safety issues or a change in behavior at home, such as sleepless nights.
- When there is a family emergency.
- When there are ongoing and pervasive problems at school or home.
- When you cannot keep a scheduled appointment.
- When homework takes a great deal longer than expected, or when your child is unable to do most of it independently.

### **When You Have Last Minute Information For the Teacher:**

- Send a note.
- Call the office (323) 836-0860 and leave a message for the teacher.

### **Communication That Interferes With Teaching and Learning**

- Coming to the classroom during the teacher's prep time before school or during the school day without an appointment to speak with the teacher.
- Discussing an issue with the teacher when they come out to pick up his/her class in the morning and it's time to start instruction.
- Speaking to the teacher disrespectfully or angrily, especially in front of your child or other students and parents.
- Gossiping to other parents rather than discussing issues directly with staff members.

### **Ways To Make Your Child More Responsible and Independent With Communication:**

- Encourage your child to talk to his/her teacher about problems with homework or other issues at school. Send an email or note to the teacher so they are aware, simply saying, "Joe had a problem on the yard yesterday and he needs to talk to you more about it." Let the teacher take it from there.
- Have your child write a note to the teacher explaining why homework wasn't completed, and then have them sign it.
- Make sure your child is responsible for carrying his/her own backpack and belongings to and from school -- even in kindergarten!
- If your child forgets his/her bag, lunch or homework, don't bring it to him/her. Let your child be accountable for it rather than delivering it to school.
- Remind your child that if he/she is late, they need to go to the office before going to the classroom.
- Please do not go into classrooms or hallways after school without an appointment. Teachers are helping students gather materials, and getting to the correct after school location. Crowded hallways make this effort more challenging.
- Please remember that bringing your child's lunch or belongings after the start of the school day discourages independence. If you must drop something for your child, he/she should check for it in the office. Staff will not call the classroom and interrupt instruction to deliver belongs to your child. If a student forgets his/her lunch, he/she will be provided with a hot lunch and you will be charged accordingly.