

PARENT TEACHER COMMUNICATION- ELEMENTARY

Please refer to the policy on interactions for further clarification: <https://www.west-fargo.k12.nd.us/Page/8988>

SCHOOL NEWSLETTER

Schools communicate electronically (*Seesaw, Blackboard, Facebook, etc.*) with families at least twice a month regarding activities and school functions. School newsletters and any links to social media platforms are posted on the school website.

CLASSROOM COMMUNICATION

Classroom educators are expected to share examples of learning, upcoming classroom events, activities, field trips, etc. by both educator and learner postings at least weekly utilizing *Seesaw* communications. It is the expectation that families check *Seesaw* regularly to stay informed and to see if there is communication that needs to be shared with the school.

INDIVIDUALIZED COMMUNICATION

Individualized communication will occur through parent-educator conferences twice each year (fall and spring) and through report cards at the end of each trimester.

Conferences provide the opportunity for families and educators to discuss the student's educational progress. Learners may also be invited to attend conferences. The school will only schedule one conference time per family, so we ask that all necessary family members attend the same conference time.

Learners and families will be kept aware of student performance regularly. If a student is trending toward a "1" (novice) on a particular learning target, standard, or category, educators are expected to make a strong effort to communicate with families about the student's progress. Communication about progress should occur well in advance of the reporting date.

Families who wish to have more frequent communication with an educator may utilize email, *Seesaw*; or contact the school office to schedule a meeting at a mutually agreed upon time. Meetings need to be scheduled in advance to allow proper preparation and availability. Educators must respond to communication promptly, within their contracted hours.

The statements in this document are intended to provide guidance for daily procedures and practices in order to maintain order, efficiency, and continuity amongst our schools.