

# Communication

## SCHOOL VISITATION POLICY

### Sigsbee Loves their Parents!

We want and need your help/participation in making this a successful first year for Sigsbee Charter. Whether you volunteer in a classroom or around the school, your time and effort is greatly appreciated. We also need your help in protecting our learning environment, and ask that you remember a few simple rules in consideration of our students and staff.

- All visitors must check in with the office when you arrive on school grounds and prior to entering any academic spaces. We want to keep our children safe and focused!
- Turn off your cell phones, PDAs and pagers while on school grounds. Ringers and conversations are distracting for our young learners.
- Unless your child's teacher has specifically set a visitation time, please make an appointment to visit a classroom or to meet with the teacher. Interruptions disrupt both the teacher and the students.
- Please do not loiter around the buildings or outside of classrooms so that we can protect the safety of our students in a distraction, free environment. We have set up a Parent-Resource Center at school where parents can socialize with one another and help photocopy or prepare materials for students.

## ELECTRONICS

The staff at SCS values our interpersonal relationships with students and appreciates their undivided attention. All cell phones will be turned off and turned in to classroom teachers upon arrival. Students attending afterschool programs can bring their cell phones to their next program but may not turn them on. Teachers and instructors will provide a receptacle in their offices for all electronic devices. *SCS is not responsible for the safekeeping of these devices.* If you are concerned about their value, please do not send them to school.

All electronic gaming devices should be left at home. All MP3 players should be left at home. All cameras should be left at home.

Staff members will make accommodations for students needing to phone home in urgent situations. Parents/guardians should contact the main office if they need to communicate with their child.

## **CONFERENCES**

Formal Parent/Teacher Conferences will take place two times/year –October and April. Attendance at these conferences is mandatory as they will provide a great deal of insight into your child's learning profile. Teachers will also make themselves available for additional conferences when necessary and/or requested.

## **PROGRESS REPORTS**

Progress reports will be sent home twice a year, at mid-term and at the end of the year. All evaluations will be based on observations and formative assessments. Parents will receive feedback on student performance throughout the year. Emphasis should not be placed on a particular "grade" received but on the student's continued progress.

## **CLASSROOM OBSERVATION**

SCS values the involvement of families and encourages you to be a part of your child's education. There will be many opportunities for you to attend special programs and activities designed to include an audience. We ask that families avoid class observations during instructional time, as they can be very distracting to the students in the classroom. If you are still interested in visiting, please contact your child's classroom teacher and arrange a time that is convenient for the class.