

## **2.007 FAMILY AND SCHOOL COMMUNICATIONS**

Riverside Leadership Academy's Board of Directors recognizes that parents/guardians, families, caregivers, schools, and the community share the responsibility for the education of our students. Creating positive home, school, and community partnerships is essential to carrying out this shared responsibility successfully. To promote high student performance, school administrators, teachers, and parents/guardians must work as knowledgeable partners and communicate effectively to promote student achievement. In order to encourage effective communication, the Board also encourages parents/guardians to participate in activities designed by school personnel to involve them, such as parent/guardian conferences.

### **I. Parent/Guardian Communication and Conferences**

The Board encourages regular contact with parents/guardians by school personnel with notification of both positive and negative interactions with their students. Riverside Leadership Academy's administrators shall plan for periodic communications with parents/guardians annually. Teachers are responsible for scheduling and hosting two student-led conferences with parents/guardians, one conference in the Fall and one conference in the Spring.

At the parent/guardian conferences, teachers should review the academic progress of the student. Riverside Leadership Academy believes it is important for the student to take personal responsibility for his or her own education, when developmentally appropriate. Students will be included in each parent/guardian conference as appropriate. Students should be encouraged to tell their parents/guardians about their own educational progress. At the conferences, teachers should take the time to explain all academic data to the parents and answer any questions the parents/guardians might have about their student.

We expect that all staff will respond to parent/guardian emails or phone calls within two school days. Any electronic communication to groups of parents shall be done using the blind-copy function so as to protect the email addresses of parents/guardians. All email communications sent to parents/guardians or other staff must be done from their school email address.

### **II. Annual Notifications**

The Executive Director or their designee shall effectively notify parents each year of the following:

- The Code of Conduct and school rules.
- The Student-Parent Grievance Procedure.
- Grading Practices.
- The manner in which school officials, in emergency situations during non-school hours, may be contacted.

- Procedural safeguards for parents/guardians of students with disabilities.
- That the school does not discriminate on the basis of race, color, national origin, sex, disability, sexual orientation, or age.
- A list of athletics and extracurricular activities available to students.
- Information about meningococcal meningitis and influenza, including the causes, the symptoms, the vaccines, the manner in which diseases are spread, and places at which additional information and vaccinations may be obtained.
- For students in grades five through twelve, information about cervical cancer, cervical dysplasia, and human papillomavirus, including the causes and symptoms of these diseases, the manner in which they are transmitted, the manner in which they may be prevented by vaccination, including the benefits and possible side effects of vaccination, and places where parents and guardians may obtain additional information and vaccinations for their children.

**III. Parental/Guardian Permission is required prior to the following:**

- Administration of medications to students by employees of the school.
- Any release of student records that are not considered directory information unless the release is allowed or required by law.
- Off-campus trips.
- All decisions or actions as required by the IDEA with regard to providing special education (EC) or related services to children with disabilities.
- Certain health services, as required by law.
- A student's participation in programs or services providing information about the manner in which students may obtain contraceptives or abortion referral services.
- Disclosure of a student's free and reduced lunch eligibility status.

Any parent or legal guardian wishing to withhold consent for any of these program activities must do so in writing after receiving notice. Otherwise, consent for their student's participation in all programs or activities not opted out of are presumed.