

COMMUNICATION

The primary means of communication about school events is through the SCA website (www.scawarriors.org), Warrior Weekly and social media sites. The events tab located on the webpage contains upcoming events and activities and is updated on a regular basis. Parents are encouraged to check the webpage on a daily basis for important school news and updates.

SCA also utilizes email to send out information to parents. It is very important to keep student records up to date with current email addresses. If a parent does not have access to email, the parent should notify teachers so that they can make other arrangements for sharing information.

Major Forms of Communication

- | | | |
|--------------------------------------|--------------------------------|------------------------|
| •Webpage | •Email | •Schoolology |
| •Vimeo (Headmaster videos via email) | •Texting | •Tuesday Folders (K-6) |
| •Teacher Newsletters (K-6) | •Warrior Weekly (every Monday) | |

The primary means of communication within the SCA faculty is through email. Faculty should check email at least once in the morning, after lunch, and before leaving school. Other means of communication are the SCA faculty webpage and SCA webpage.

Elementary and intermediate teachers are required to send home class newsletters each week either in Tuesday folders or by email.

School communication with parents about current events takes place through the SCA website, Warrior Weekly and social media platforms. Teachers should make alternate arrangements for communication with parents who do not have access to a computer or email.

RELATIONSHIPS WITH COLLEAGUES

Pray for your colleagues every day. If you have a grievance with a colleague, Matthew 5:22-26 and Matthew 18:15-20 should govern your conduct. Build each other up and let love rule your hearts and thoroughly permeate our school. (Psalm 133:1) Professionalism should be maintained at all times.

Professional courtesy dictates that you will not take advantage of your position on our staff with regard to your own children. If you need to discuss your child's grades, homework, or conduct with his/her teacher, please make an appointment to do so. Approaching your child's teacher before class, during her break, in the hall, at lunch, at church or in the workroom is unfair and insensitive. Treat your child's teacher as you wish to be treated by a parent. (Matt. 7:12) Teachers should not allow their children access to areas that are off limits to other students.

Teachers should not allow colleagues' children to go to the parent's classroom during the day or afford teachers' children any special privileges or courtesies that other students are not able to enjoy.

RELATIONSHIPS WITH PARENTS

It is the teacher's responsibility to keep a parent informed when a student is having problems with academics or discipline. By working with the home, serious problems in both areas may be avoided. It is good to meet with both parents, when possible. **Informed parents are satisfied parents.** In order for parents to cooperate with us in training their children, communication is essential.

PowerSchool

Teachers should keep record of discipline issues, contact with parents, etc. in PowerSchool. Teachers must also record daily attendance in Powerschool by 8:30 a.m.

Letters/Emails

All letters and emails sent home must be proofed by another teacher or Administration. The rationale is threefold:

- It offers protection for the faculty member from embarrassing mistakes and/or inaccurate information.
- It allows a coordination of activities at the administrative level and avoids “surprises.”
- It gives the proper information to the right people who must answer questions from other students and parents.

A copy of any letter or email involving disciplinary actions should be given to the Principal.

All communication with parents should be dated and very clear. Teachers should retain a copy of all correspondence sent to parents. A memo for record should be made of all verbal communication. Students have a way of not properly passing on word-of-mouth communication. Everything should be given with the assumption that the parents know little about your practices, policies, places, etc. Put yourself in their position. Tell parents who, what, where, why, and when. The following are guidelines for when to communicate with a parent:

- When a student is not performing satisfactorily in class.
- When a student shows emotional stress or change from his normal personality.
- When homework is not being completed.
- When it is obvious that homework has not been done by the student, but by another person.
- When a student has received disciplinary action.

If a parent comes to your door during class time, take care of the parent briefly and courteously. Remind the parent to please stop by the office to send messages to you or a student.

Teacher phone numbers will not be given out by office personnel. Teachers should provide e-mail addresses to the parents of their students. A message may be left for the teacher using the school phone. If the student is a behavior or academic problem, the Principal will help the teacher know what to say and how to address the parent concerning the issues. When a behavior or academic problem occurs, phone calls should be the primary source of communication, with emails to follow.

If the student is a special behavior or academic problem, the Principal will assist the teacher with the situation. Teachers should avoid making a professional diagnosis of learning difficulties.

General Guidelines

- Phone messages and emails should be returned within 24 hours, unless phone calls or emails occur over the weekend. If over the weekend, teacher has until Monday afternoon to return communication.. Show concern in a businesslike manner. Be professional, not casual with the parents.
- Suggest ways to solve problems if you can. If you do not know a solution, refer the parent to the Principal.
- Do not apologize for any school policy.
- Do not be pressured by gifts or favors from parents. While gifts are acceptable, they should never influence the education of the student.
- Do not discuss decisions or problems of students with parents unless the problems directly involve their own children. Never compare one student to another – even siblings.
- Keep parents informed of the good, as well as the bad. If a student is having problems, and the school is forced to take stringent action, this should not come as a shock to parents. Teachers should take the initiative in informing parents. If a note is sent to a parent via the child, request that the parent sign and return the note, thus ensuring that the parent sees it.
- Communication with parents should be tactful, but honest. Do not paint a rosy picture when it does not exist. Do not apologize for grades a child receives. Avoid labeling students (“your child seems dyslexic”); leave this to the professionals.
- Do not commit Administration to any course of action without first communicating with Administration.

RELATIONSHIPS WITH STUDENTS

Prayer: **Please begin classes with prayer**, but do not limit prayer to the beginning of the day. The teacher should consider prayer requests, student-led prayer, silent prayer and other approaches to bring the praises/petitions of the

class before the Lord. This should be brief. It is recommended teachers limit the number of student prayer requests to one or two. Use of a prayer request box or journal may assist with numerous requests. Other opportunities for prayer are prior to tests, before meals, before field trips, after hearing of a special need, etc.

Ministry: Please be alert to detect individual needs among your students so that we may truly minister to them in the name of the Lord. Pray with individual students as they share needs. Make personal visits to homes or hospitals if the needs warrant it. (see *Student Illness and Hospitalization/Death of Family Member* section)

Soul winning: Because of SCA's open admissions policy, a portion of our student body comes to us unsaved. One of our objectives and ministries is to win them to the Lord. Sometimes whole families will find the Savior as a result of contact with SCA.

Teachers should pray consistently for the salvation of their students. Every teacher is expected to be able to lead a student to Christ if the opportunity arises. If a student accepts Christ, notify the Headmaster so that he may send a personal note to the student. Contact the school office to see if a follow-up home visit needs to be made through the church's evangelism program.

FACULTY COMMUNICATION WITH PARENTS

Communication from K-6th Grade Teachers

Each Tuesday, K-6th grade teachers send home a folder with the student's classroom work. Parents should review each paper noting the strengths and weaknesses of the student's work. Praise children for good work or good effort, and assist them as needed. Folders and each paper with a grade below a "C" should be signed by a parent and returned the very next day for the teacher's file.

An interim report for first grade and above will be included in this folder at the midpoint of each grading period. This report will summarize the student's progress to that point. If there are any questions about a child's work or behavior, please contact the teacher as soon as possible for an appointment. Parents may email or call the school office to leave a message for the teacher to schedule an appointment or return the parent's call.

Communication from Middle School Teachers

Middle school students do not receive weekly folders; however, some teachers may require students to list grades in their planners for parents to review and sign.

Interim reports will be sent home at the midpoint of each grading period. This report will summarize the student's progress to that point. If there are any questions about a student's work or behavior, please contact the teacher as soon as possible for an appointment. Parents may email or call the school office to leave a message for the teacher to schedule an appointment or return the parent's call.

Student grades are accessible on the secure PowerSchool Parent Portal website at www.ps.fbns.org/public. Password information may be obtained from the school office.

Communication from High School Teachers

High school students do not receive weekly folders; however, individual teachers may send selected papers home for parents to view. Students are responsible for seeing that these papers are taken home and shown to their parents. Parents should ask their students to show them their papers on a weekly basis.

Interim reports will be sent home at the midpoint of each grading period. This report will summarize the student's progress to that point. If there are any questions about a student's work or behavior, please contact the teacher as soon as possible for an appointment. Parents may email or call the school office to leave a message for the teacher to schedule an appointment or return the parent's call.

Student grades are accessible on the secure PowerSchool Parent Portal website at www.ps.fbns.org/public or on the Powerschool app. Password information may be obtained from the school office.

PARENT COMMUNICATION WITH FACULTY

Parent-Teacher Conferences

Good communication between the parent and the teacher is very important. Parent-teacher conferences provide an opportunity to discuss each child individually so that his/her needs may be met more successfully during the year. A parent may contact his or her child's teacher any time to arrange a conference.

Telephone Calls/Email

SCA desires to work closely with parents by having on-going communication. It is also necessary to recognize that teachers have family and home lives beyond school hours. For this reason, it is requested that parents email or call teachers at school and leave a message for them to return the call. If the teacher does not respond to the email/message within 24 hours, parents may contact the respective Principal. Please respect the privacy of teachers at home.

Scheduling Appointments

Parents wishing to speak with an administrator or other school personnel should contact the school office (preferably by phone) to set up an appointment. Administrators are involved in campus supervision from 7:30 a.m.-8:30 a.m. and 2:30 p.m.-3:30 p.m. each day, during which time they are unavailable for appointments.

Teachers are also busy taking care of school business at arrival and dismissal times. This is not the time to visit the classroom or conference with the teacher. If a conference with a teacher is needed, the teacher should be contacted to set up an appointment. Teachers will return calls during their planning periods or within 24 hours.

Complaint or Problem Procedure

During the course of the year, occasional misunderstandings or problems may arise between a teacher and student, teacher and parent, parent and school, or any one of several possible areas. This is often the result of a lack of communication between those involved.

The school's policy for dealing with these situations is outlined below. This policy is consistent with the teachings found in Matthew 18:15-20.

- All questions, problems, or complaints should first be brought directly to the teacher or coach before anyone else is involved.
- If the situation is not cleared up at this level through direct contact, it should then be brought to the Principal or, if the problem regards athletics, the Athletic Director.
- If the situation is not resolved through mediation with the above parties, the parent should call the Assistant to the Headmaster to set up an appointment with the Headmaster.

Parents must agree to follow these steps and attempt a positive resolution to problems and disagreements within the school community. Activities to be avoided at all times include gossiping and spreading of hearsay reports or rumors. The good reputations of all people and of the school are to be protected and promoted.