

## **8.2 COMMUNICATIONS**

The phones in the front office are for the use of school personnel and official school business only. Except for emergencies, neither teachers nor students are called to the phone during school hours. Vanguard Academy staff is not responsible for transmitting messages from parent to child or vice-versa. Please complete all family communication prior to the start of the school day. However, the front office has a phone which is available for student use for local phone calls before and after school and during breaks should the necessity arise. Students must obtain permission from an administrator or secretary to use the school phone. Students are permitted to possess or use cell phones in the school or on the school grounds in accordance with policy Electronic Information Resources. However, students should have cell phones turned off in compliance with that policy. If a student uses a cell phone in violation of the policy, it may be taken by the teacher and given to the office.

Vanguard Academy encourages ongoing parental communication with the school. Communication may be accomplished by email, phone, or written notes. Additionally, the students' homework and planner provides for comments by both the parents and the teachers. Teachers and administrators are expected to respond to all communication from parents in a timely manner. The Vanguard webpage ([vanguardcharter.org](http://vanguardcharter.org)) will be regularly maintained and can be used as a communication resource.

Academic communication is a priority at Vanguard Academy. PowerSchool (SIS) is available online for parents and students to monitor and communicate progress on an ongoing basis throughout the year; specific information on how to access PowerSchool SIS is available through the school counselor. Progress reports and report cards will be published at designated intervals.

Vanguard Academy will hold a Back-to-School Night for parents. The school and/or teachers will provide curricular information regarding what the children will be taught during the school year. Additionally, the teacher will explain the daily classroom schedule, instructions regarding the homework, class grading procedures, homework and testing expectations, yearly calendar, and any other information the teacher feels is specific to his/her classroom. The Director and other important school officials will also address the parents during the evening. Parents will be informed of volunteer opportunities and upcoming events.

Approved: 9/9/2015