



## CENTRAL ELEMENTARY SCHOOL

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Wanda Smith, Principal  
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### **Guidelines for Parent Communications to Teachers & Staff**

Below are some reminders to serve as a general guide for ensuring effective communication from parents to teachers, staff and administrators. Communication refers to both the sending and receiving of information, such as email and notes, and verbal communications such as telephone conversations and face-to-face meetings. In order to ensure a successful exchange of information, it is important that all parties follow a few key principles.

#### **Maintain Respectful and Open Communication**

- Always use a respectful and polite tone
- Request, don't demand
- Be ready not just to provide information, but to listen to teacher/staff observations and perspectives
- Enter the exchange with an open mind and assume a shared best interest for your child
- Be prepared to work collaboratively to solve problems

#### **Confidentiality**

- Recognize that confidentiality may limit information that can be shared from school to parents, including consequences for other students' behaviors

#### **Time to Respond to Communications**

- Teachers will make every effort to respond as soon as possible to parent communications, with the understanding that the teaching day sometimes precludes immediate responses
- Teachers and staff may need some time to collect needed information before responding

#### **Whom to Contact**

- Most communications of classroom and playground concerns should be directed at first to your child's teacher. They will have first hand information regarding any incidents. Going to the Principal first will create an additional person who will need time to gather information before getting back to you
- If you have an issue with a particular staff member, first try to address those concerns with that staff member directly
- If you have discussed with your child's teacher and the issue has not been addressed to your satisfaction then contact the Principal, Ms. Smith.

***Please recognize that it is both the policy and the value of our school that we operate with openness, collaboration and the shared best interest for every student.***