

Étude High School Communication

2021-2022

We have designed a plan for clear school to family communication, in order to ensure all students have the benefit of multiple sources of support. Please do not hesitate to contact your child's Advisor regarding communication throughout the school year.

General Communication and Updates

Beginning of School Year

- Advisors will contact parents at the beginning of the school year, to schedule Entrance Conferences (first year) or to reconnect (returning).
- Guardians will communicate preferences, information, schedules, and other details to Advisors: email or phone

Class Information

- **Teacher Websites** > All staff members maintain a website for the daily/weekly learning in their classes. These websites can be found on the Étude High School Resource Site.
- **Skyward** > Teachers will report on evidence of learning in Skyward for each class every two weeks, beginning in October.

Upcoming Events

- **School Events** > School leadership will email and mail letters home, and information will be published on school website and social media. Robo calls will also be utilized.
- **Presentations of Learning** > Students will contact home to schedule an individual PoL three times during the year to discuss academic progress. The advisor will follow up by contacting the parent if a PoL has not been scheduled within one week.
- **Exhibitions of Learning** > Students will contact home and advisor to share the date, time, and place of individual EoL.

Incidents

- **Injury** > Office will communicate home if a student is injured while at school.
- **Other** > Director of Schools will communicate directly to the parent, community, or individual parents through email and robo call regarding incidents affecting the entire school community.

Behavioral Concerns

Individual Behaviors

- **Time for Learning** > If individual behavior issues prevent a student from fully participating in or remaining in class, a teacher or advisor will contact home to inform parents and to schedule a time to make up for the learning missed due to behavior. The classroom teacher would communicate home in the event that a student needs to makeup time.
- **Change in Behavior** > Advisors will contact home if teachers are noticing a drastic change in behavior.
- **Infractions** > Dean of Culture will contact home for severe behavioral infractions that include physical altercations, and dangerous or illegal activity.



ÉTUDE
high school

Academic Concerns

Evidence of Learning

- **Passing Classes** > If a student is not passing one or multiple classes at the end of the two week grading period, the advisor and student will contact home to set up a time for the student to come in before/after school and get support.
- **Engagement** > If a student refuses to participate in classroom activities or studio time, the classroom teacher and student will contact home to set up a time for the student to come in before/after school and get support.
- **Support** > If a student would like additional support in an academic area or on a project of any kind, the student will contact home and teacher/advisor to set up a time for the students to come in before/after school.

Habit of Work Concerns

Individual Habits

- **Materials** > If a student does not bring appropriate materials to class after two weeks of reminders, the teacher will create a plan with the student and contact home.
- **Attendance** > If a student has skipped class, Skyward will send a phone call home. Students are expected to make up time and learning, by collaborating with their advisor.
- **Tardies** > If a student has three or more tardies in a two week period, student and advisor will contact home to share an improvement plan.

Other

Individual Cases

- **Daily 1:1 Conferencing** > Students who conference with a teacher daily, will receive weekly reports from the teachers supporting their individual goals.

Responding to Communication

- Teachers will respond to received communication from parents within one school day.

Parent to Staff Communication

- If you have general questions, concerns, or upcoming dates your student will be missing school, please contact your student's advisor.
- If you have a question about an assignment or grade, encourage your student to reach out to the teacher. If you need further clarification or have a concern about the assignment or grade, please contact the classroom teacher.

