

# ELEMENTARY COMMUNICATION

## E-mail

All faculty can be reached via email. We encourage email over phone calls, as teachers will not be interrupted during the school day to take phone calls.

## Newsletters

The “Eagle’s View Monthly” school newsletter is issued monthly and posted on the ECA website [www.ecaeagles.org/information/eaglesview](http://www.ecaeagles.org/information/eaglesview). Additional copies are available in the school offices. An Elementary classroom newsletter will be emailed home each Thursday. Parents should review this newsletter for upcoming classroom events and weekly assignments.

## Parent Alert

It is sometimes necessary to get a message out quickly to several people at one time. (i.e. delayed start, weather closure, or last minute after-school club cancellation) When it is deemed necessary, the administration will activate the Parent Alert with the pertinent message. This can come in three different formats - text message, phone message (robo call), or e-mail. Please be advised that this form of communication will be used sparingly.

## Parent-Teacher Conferences

Formal parent-teacher conferences are scheduled after completion of the 1<sup>st</sup> quarter in October and optional elementary parent-teacher conferences in March. In October, elementary parents are required to meet with teachers to receive and review their student's report card. Prior to this time, parents will receive a notice of their scheduled meeting time with their student's teacher(s) to discuss spiritual values and academic progress.

Informal parent-teacher conferences may be held at any time. Parents should contact the teacher to set up a conference. A teacher may also request a conference with parents. All parents are strongly encouraged to attend the Elementary Open House held at the beginning of each academic year to begin establishing relationships with teachers.

## Other Conferences/Meetings

As a part of our ongoing desire to better partner with parents, most meetings with a teacher will include a third person—normally Mrs. Blue. This is to aid in communication and understanding. This in no way “magnifies” a situation—it is just one more way for us to be sure we are doing all we can to benefit our students.

## Phone Calls

You are welcome to call the school office to leave a message for your child’s teacher. The teacher will be asked to return your call during a break or after school.

## RenWeb

RenWeb is another form of communication between the school, your teacher and you. You will find information including: newsletters, schedules, all school activities, and directories. Make sure we have your proper email address on file so that you don’t miss out.