

COMMUNICATION PROTOCOL

In an effort to increase effective communication between students, parents, teachers and administrators, we ask that everyone adhere to the following procedures.

Contact the classroom teacher for the following:

- Student progress
- Classroom management and/or disciplinary concerns
- Field Trips
- Grades
- Projects and Assignments and Attendance
- Conferences
- Curriculum concerns

If you still have questions after meeting with the classroom teacher, you may contact an administrator about your concerns.

Contact the school office for the following:

- School schedule
- Volunteer program
- Student records
- Medical documentation
- General questions

Communication Protocol

Approved by River Mill Academy Board of Directors



Chairperson

8/3/2011
date