

# Series 6000

## **Instruction Parent-Teacher Communication**

### **PARENT-TEACHER COMMUNICATION**

The Eastford Board of Education (the “Board”) believes that parents should be knowledgeable about the education that the Eastford Public Schools (the “District”) provides to enrolled students. The Board believes that parents are most knowledgeable when they have regular communication with teachers. Therefore, it is the policy of the Board to encourage parent-teacher communication. The Superintendent or designee shall be responsible for developing procedures in furtherance of this policy.

The Superintendent is further required to include information about parental involvement and actions taken to improve parental involvement in the strategic school profile that is submitted annually to the Board and Commissioner of Education. Such actions to improve parental involvement may include methods to engage parents in the planning and improvement of school programs and to increase support to parents working at home with their children on learning activities.

The procedures developed in furtherance of this policy may include monthly newsletters, required regular contact with all parents, drop-in hours for parents, home visits, and the use of technology such as homework hot lines to allow parents to check on their children’s assignments and students to receive assistance if needed.

Such procedures shall require the District to conduct two flexible parent-teacher conferences for each school year. In addition, the procedures shall require the District to:

- A. offer parents the option of attending parent-teacher conferences by telephonic, video, or other conferencing platform,
- B. conduct one parent-teacher conference, in addition to the two flexible parent-teacher conferences described above, during periods when the District provides remote learning for more than three consecutive weeks, and one additional parent-teacher conference every six months thereafter for the duration of such period of remote learning (for purposes of this policy, and in accordance with applicable law, “remote learning” means instruction by means of one or more Internet-based software platforms as part of a remote learning model), and
- C. request from each student’s parent the name and contact information of an emergency contact person who may be contacted if the student’s parent cannot be reached to schedule a parent-teacher conference required during periods of District-provided remote learning.

Adopted: 1/9/14

Revised: 12/8/16, 12/9/21, 8/17/23, 10/9/25

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The procedures must also require a teacher conducting a parent-teacher conference that is required in section (B) above to provide a copy of the document, to be developed by the Department of Education, to provide information concerning educational, safety, mental health, and food insecurity resources and programs available for students and their families, to the parent prior to the parent-teacher conference. If, after making three attempts, a teacher is unable to make contact with a student's parent in order to schedule a parent-teacher conference required in section (B) above, the teacher shall report such inability to the school principal or designee. Such principal or designee shall contact any emergency contact person designated by the student's parent to ascertain such student's and family's health and safety.

Legal reference:

Connecticut General Statutes:

§ 10-220(c) Duties of Boards of Education

§ 10-221(g) Boards of Education to prescribe rules, policies and procedures

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#### ADMINISTRATIVE REGULATIONS REGARDING PARENT-TEACHER COMMUNICATION

The Eastford Board of Education (the “Board”) believes that parents should be knowledgeable about the education that the Eastford Public Schools (the “District”) provides to enrolled students. The Board believes that parents are most knowledgeable when they have regular communication with teachers. In accordance with the Board’s Parent-Teacher Communication policy, the administration has adopted the following procedures:

1. District practices for family/school communication include, but are not limited to the following:
  - a. A requirement for teachers to communicate at a minimum monthly with their families. This may be in the monthly school-wide newsletter, or in weekly or monthly classroom updates. Some teachers do both.
  - b. Monthly school newsletters that are emailed and are posted on the school website.
  - c. Posting and updating of all ongoing and new information, e.g., health regulations, of importance to families on the school website.
  - d. Eastford Communicator includes school-related information that goes to all families – at minimum it includes an article from the administration.
  - e. Open houses/curriculum nights/ meet and greet.
  - f. Parent/guardian involvement on committees such as the climate committee, safety committee, awards, and recognition committee.
  - g. All teachers have a dedicated section of the school website to post information and updates.
  - h. Multiple Tiered Systems of Support: student success plans contain a parent/guardian involvement piece.
  - i. Student progress reports and report cards are completed at minimum three times per year.
  - j. Parent Teacher Organization (PTO) meets monthly. The principal attends these meetings.
  - k. Online platforms such as Google Classroom, Seesaw and Sparkler are used to communicate information, assignments and other school-related details with students and parents.

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1. PTO offers events for families such as parent-child paint night, scholastic book fair and school fundraisers that provide opportunities for parents/guardian's involvement and engagement.
2. The District shall conduct two flexible parent-teacher conferences for each school year. Parents shall have the option of attending parent-teacher conferences/student-led conferences by telephone or in person.
3. In addition to the two flexible parent-teacher conferences described above, during periods when the District provides remote learning for more than three consecutive weeks, the District shall conduct one parent-teacher conference, and one additional parent-teacher conference every six months thereafter for the duration of such period of remote learning. For purposes of these Administrative Regulations, and in accordance with applicable law, "remote learning" means instruction by means of one or more Internet-based software platforms as part of a remote learning model.
  - a. The District shall request from each student's parent the name and contact information of an emergency contact person who may be contacted if the student's parent cannot be reached to schedule a parent-teacher conference required during periods of District-provided remote learning.
  - b. If, after making three attempts, a teacher is unable to make contact with a student's parent in order to schedule a parent-teacher conference required in this Section 3, the teacher shall report such inability to the school principal or designee. Such principal or designee shall contact any emergency contact person designated by the student's parent to ascertain such student's and family's health and safety.
  - c. Upon development by the Department of Education of a document concerning educational, safety, mental health, and food insecurity resources and programs available for students and their families, a teacher conducting a parent-teacher conference that is required in this Section 3 must provide a copy of such document to the parent prior to the parent-teacher conference.

Adopted: 1/9/14

Revised: 12/8/16, 12/9/21, 8/17/23, 10/9/25

*Eastford Board of Education*