



COMMUNICATION

We believe that in order for children to experience the greatest success possible at school, parents and teachers must work as a team, communicating in a variety of ways. We want to listen to you and also share information with you. Communication between home and school helps both parents and teachers better understand, support, and encourage the child.

After School Arrangements

If after school arrangements for your child change during the day, please let us know by or before 1:00 pm, so we can communicate that information with your child's teacher. The end of the day is a busy time for everyone and we want all students to feel comfortable with their after school plans before leaving the building.

If your child has after school arrangements that change frequently, please try to do the following:

- Review the arrangements with the child each morning.
- Send a written note to the classroom teacher designating where the child is to go.
- If there is a set pattern, make a small chart for your child that can be posted in his or her locker as a reminder.

Birthday Parties

As much as possible, we discourage the distribution of party invitations at school. If your child is having a party on a school day, and other students will be leaving school with him/her, please provide a list of party attendees to the classroom teacher on or before the day of the party. Additionally, each child attending the party needs to bring a note verifying change of plans after school to the classroom teacher.

Concerns

If you have concerns, please feel free to contact us. Only when we know about a problem or concern can we take steps toward resolving it. Of course, there are times when we cannot respond to a concern in the exact way a parent hopes. We will, however, work with you to alleviate problem situations to the best of our ability. We want to:

- Listen
- Provide information
- Identify possible solutions

When contacting the school about a problem or concern, please try to contact the adult closest to the source of the concern.

Conferences

Conferences offer parents and teachers a chance to sit down together and share information about the child and his/her progress at school. Conferences also provide an important opportunity for

parents to learn more about the grade level curriculum, expectations, and activities. Conferences are held two times each year, in the fall and in the spring. However, we encourage you to contact us at any time if you wish to schedule a conference.

Dropping Off Items for Your Child

If it is necessary to drop off an item your child has forgotten at home, please do so by bringing it to the school office. This will minimize interruptions to the instructional day and help to keep our school a safe place for all children.

Many families find it helpful to develop a practice of having students pack their backpacks before going to bed at night. This gives more time to think about what is needed, and eliminates the possibility of things getting forgotten in the morning rush.

Duplicate Information

If your family requires that information be sent to more than one parental address, please make sure we have on file the correct mailing information for both addresses. Items that are mailed to families will then be mailed to both addresses.

Messages during the School Day

The staff of Parkers Prairie Elementary greatly values student instructional time. If you need to get a message to your child during the day, please call the front office. The receptionist will take your message and deliver it to your child's teacher at an appropriate time. Students will only be called from the classroom in case of an emergency. As much as is possible, we ask that you communicate pertinent information to your child before arrival at school.

Office Hours

On school days the office is open from 6:45 – 4:15. During those times feel free to stop in or call with any questions you may have. We are here to help! On days when school is not in session, office hours are more limited. However, you can always leave a message and someone will return your call.

Release of a Child to another Adult

If someone other than a parent will be picking your child up during the day, please be sure that person has been listed on the **Family Information and Contact List** or that we have written permission from you in advance. Although this can be an inconvenience at times, it is an important way to safeguard children. Anytime that contact information changes, please be sure to let us know.

Restrictions on Child Release to Family Members

Under Minnesota law, both parents have the right to pick up their child, unless a court document restricts that right. A parent who chooses not to allow the other parent to have access to a child, must file an official court document with the school (restraining order, custody order, or divorce decree). Without legal documentation, the school cannot refuse release of a child to their own parent.

School Visitation

We welcome visitors to our school. When you come to visit during the school day, enter through the front door and sign the **Visitor Registry** in the office. You will be asked to wear visitor identification. To maintain the high quality of our educational program, we ask that classroom visits are arranged with the teacher in advance.