

# Expectations for Parent-Student-Teacher Communication

Dominion High School  
Essential Information

## Ideal Communication Plan

- Students should view themselves as the primary link for communication between parents and teachers. Students should have their agendas organized and with them at all times.
- Parents should use the student agenda and website to access routine information such as interim dates, report card dates, and details pertaining to upcoming school events.
- Teachers should share routine, reasonable things that they will do to communicate with students and parents such as providing course expectations, syllabi, rubrics, and grading policies. Teacher websites will include biography, contact information, and quarterly updates of course content.
- If you need additional information, always contact the person who can directly respond to your question. For example, if you need clarification about specific assignments, contact the classroom teacher. If you have questions about the college application process, contact the school counselor.
- Within 24 hours an effort will be made to return phone calls and emails. Because teachers do not sit at a desk with phone and email access, parents need to provide a number where they can be reached and specific times of availability when they call to leave a message for a teacher.

## Back Up Plan

- If a student is not meeting expectations that have been implicitly taught, the teacher will invite the student to a clinic. The student is responsible for notifying the parent of why the clinic was assigned and informing the parent that he or she will need to arrive at school early or stay after school to attend the clinic.
- If a student needs to be sent out of class, the teacher will contact the student's assistant principal and parent. The student will communicate with the assistant principal and parent, and the student will also share a corrective plan of action with the teacher.

## Plan "C" Concern

- If a student is upset by a teacher, the student should be encouraged to share his or her concerns individually with the teacher in a calm, respectful way as soon as possible after the incident. If the student needs assistance in planning how to address concerns, he or she should seek advice from a parent, school counselor, or club-house manager to prepare for the communication that needs to take place with the teacher. For example, a student may be advised to ask the teacher in advance if they can meet together in Titan Time to discuss the student's concern. Students should prepare to address their concerns without disrupting class or becoming frustrated.

## Grading Timelines:

Marking Period	Interim Dates	Report Card
First Quarter	October 3	November 14
Second Quarter	December 12	February 6
Third Quarter	March 21	April 24
Fourth Quarter	May 16	Mailed home

Check ParentVUE for interim grades on dates shown above.

Main Office: 571-434-4400  
24 Hour Attendance Line: 571-434-4404  
School Counseling Office: 571-434-4412  
Athletics Office: 571-434-4410  
Fax: 571-434-4401  
Website address: [www.dominionhigh.com](http://www.dominionhigh.com)

## School Counseling Staff:

Jaclyn Smith.....Director  
Viviana Orellana.....College & Career Center Specialist  
Tana Amodeo.....Students A-Ca  
Erica Olinares.....Students Ce-G  
Tracy Wood.....Students H-Mc  
Laura Northart.....Students Me-R  
Amanda Patel.....Students S-Z

## Administrative Staff:

John Brewer.....Principal  
Jamie Braxton-Brandt.....Assistant Principal  
Grade 11 - Class of 2019  
Monika Guerrero.....Assistant Principal  
Grade 12 - Class of 2018  
Grade 9 - Class of 2021  
Jon Signorelli.....Assistant Principal  
Grade 10 - Class of 2020

# TEACHER STUDENT PARENT

## COMMUNICATION GUIDELINES

**2017-2018**

# Dominion High School

**Promoting the success of  
each and every Titan.**

## Timely Return of Assessments

### Plan "A" Ideal communication plan

- Teachers should provide students with specific information about when they should expect to receive feedback on assignments. Providing students with feedback on the quality and accuracy of their work is essential to developing content mastery. *For example, quizzes and tests will be returned within two class blocks; essays and labs will be returned within three class periods; and research papers and long term projects will be returned within two weeks.*
- Teachers should implement plans to help absent students complete make up work while the rest of the class receives assessment feedback. Absent students should not hold up the timely return of assessments for other students.
- Students and parents may regularly review grade status through the web-based ParentVUE program.

### Plan "B" Back-up

- Students should ask teacher when graded assignments can be expected to be returned. Students share anticipated return date with parents.
- After student's action, parent is encouraged to email or call teacher about expected completion of assignment grading. Parent will follow up with the student about the grade.

### Plan "C" Concern

- Student or parent should contact school counselor to receive student's grade or when to expect grade update.
- Student should contact teacher or school counselor to schedule parent-student-teacher conference.

Students should be earning an average of at least one grade per week. Teachers should be monitoring student performance regularly and contacting parents if they have a concern about a student's academic progress.

## Homework

### Plan "A" Ideal communication plan

- Teachers inform students of weekly homework due dates and checks for understanding.
- Teachers provide students with time to start homework in class to check for understanding.
- Teachers monitor and assess the accuracy of homework completed.
- Students record short-term and long-term assignments in their agendas on a daily basis for each class.
- Students should complete homework assignments on the day assigned.

### Plan "B" Back-up

Teacher plan of action:	Parent plan of action:
If students do not have a homework assignment the teacher should ask, "Will I have it at the end of the day or first thing tomorrow morning?"	Parents are encouraged to review student agendas to see that assignments are being recorded and completed on the day assigned.
Teacher prompts students to record assignments in agendas.	Parents should see students completing homework daily.
Teacher reminds students of homework responsibilities during Titan Time.	Parent discusses weekly responsibilities and Titan Time activities with student.
Teacher assigns clinic if homework is incomplete with focus on reteaching habits that lead to future homework completion.	If a student is not bringing school work home, the parent should recognize this as an area of concern.

### Plan "C" Concern

Teacher plan of action:	Parent plan of action:
Review agenda to verify recorded assignments.	Contact teacher by email or phone.
Monitor use of Titan Time to support academic progress.	Monitor daily completion of homework and review agenda.
Review performance of student with team of teachers and counselor.	Request meeting with counselor and teaching team.
Conduct parent-student-teacher conference.	Act on recommendations of teachers and monitor progress.

## Interim Progress Reports

### Plan "A" Ideal communication plan

- Students will regularly check ParentVUE to monitor progress.
- Teachers will post assignments in the gradebook as they are given.
- Grades will be recorded within 10 days
- Parents review interim reports with students by accessing ParentVUE on assigned interim dates to discuss progress.
  - First Quarter: October 3
  - Second Quarter: December 12
  - Third Quarter: March 21
  - Fourth Quarter: May 16

### Plan "B" Back-up

Teacher plan of action:	Parent plan of action:
If progress is satisfactory, encourage student to continue with positive work habits.	If progress is satisfactory, encourage student to continue with positive work habits.
If progress is unsatisfactory, contact parent.	If progress is unsatisfactory, contact teacher.
Communicate plan of action that student needs to follow to improve academic performance.	Monitor student work to ensure that plan of action is being followed to improve student performance.

### Plan "C" Concern

Teacher plan of action:	Parent plan of action:
Conference with student.	Communicate with student.
Call home.	Call or email teacher.
Report to school counselor.	Call or email school counselor.
Monitor use of Titan Time.	Monitor use of agenda.

Teachers and parents should monitor student progress and intervene in the event that any significant decline in performance occurs between interim and quarterly reports. A "significant decline" means that student performance level has dropped from an "A" to a "C" or that a student is earning a "D" or an "F" grade.