



## FREEDOM HIGH SCHOOL COMMUNICATION GUIDELINES



**FHS Communication Mission Statement:** Freedom High School encourages open communication between students, teachers, counselors, administration, and parents as a fundamental component of student success and achievement.

**Freedom Communication Guidelines:**

High school students should view themselves as the primary advocate for communication with their teachers and school staff. However, students, parents, teachers, counselors, and administration are all stakeholders in the student's success. The following is a list of communication expectations of each:

**TEACHERS:**

Will provide course expectations, syllabi, rubrics, major assignments and projects, and grading policies;

Will provide feedback on student work in a timely manner to include homework, tests, and other assignments. Teachers will update students' grades in PHOENIX within a two-week period;

Will encourage students to use the agenda and/or another method to record assignments and upcoming projects and assessments;

Will discuss student performance with students and/or parents, and implement a plan of action to assist students in reaching their academic potential;

Will contact parents of student performance when earning below a "C" average, or if student average drops two letter grades, and discuss ways to improve grade, offer resources, etc.; and

Will make every attempt to respond to e-mails and phone calls within 24 hours.

**STUDENTS:**

Will understand and follow rules and expectations for all facets of any course;

Will make use of an agenda or another method to record assignments, due dates and course information. Understand assignment deadlines and complete work by due dates, or ask the teacher for assistance;

Will, when absent, communicate directly with teacher to find out about make-up work and complete within expected time-frame;

Will communicate any pre-arranged absence, such as a field trip, with teacher at least one week prior to absence and follow up on missed assignments;

Will check teacher web pages for important class and school information;

Will schedule an appointment with your teacher when there are concerns; and

Will attend any scheduled conference, to actively participate in the conversation and planning with the teacher, parent, and anyone else involved in the meeting. Anyone involved in the conference can request that a school counselor and/or administrator be available to attend this conference.



**PARENTS:**

Will encourage students to speak with their teachers;

Will talk to their student about constructive ways to discuss with teachers issues such as grades, student performance, student behavior or if a student is upset with a teacher;

Will utilize school web pages, VISION, PHOENIX, and newsletter to stay current on relevant information;

Will assist students in keeping track of assignments and due dates by communicating with student;

Will contact the teacher first when there is a question or concern;

Will provide teachers with accurate contact information and update as necessary; and

Will, if a conference is scheduled, attend the conference to participate and support the student by playing a role in making a plan to assist the student in the future. Anyone involved in the conference can request that a school counselor or administrator be available to attend this conference.

**STEPS and COMMUNICATION PROCEDURES for STUDENTS and PARENTS:**

The ability to communicate is an essential life skill for student's to acquire before completing high school. If a student has a question or concern within a class, the following steps of communication should be modeled by students and adults.

1. Student and teacher – students are encouraged to communicate directly to teachers during, before or after class/school. If the student needs help with communicating with the teacher, the student should request to see his or her counselor to discuss communication techniques with the student.
2. Parent and teacher – when questions arise that cannot be answered through onsite resources (VISION, PHOENIX, website, etc.), parents are urged to email or call the teacher.
3. After the student, parent, and teacher (and counselor if applicable) have communicated via phone and/or email, a conference can be requested by contacting the teacher. If a parent would like a conference with more than one teacher, the parent should contact the student's school counselor. The student is expected to attend teacher conferences and to be a part of planning the action plan of student support. Any member of the conference may ask for an assistant principal to participate in the meeting.
4. After the conference, a student and/or parent can request a conference with the administrator if additional follow-up is necessary.

**Parent Request for Meeting:** Parents may contact the teacher directly for a meeting. If a parent would like more than one teacher present, the parent may contact the school counselor for assistance in scheduling the meeting. Teachers should make every effort to attend the meeting. When a teacher is unavailable to attend, the teacher will contact the parent directly.

Contact Information:	
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