



Red River Valley Charter School



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Parent-School Communication Guidelines

Please carefully read all parent information sent home. Check student binders, planners and backpacks for notices and homework assignments.

A monthly school newsletter, *School Notes*, is sent via email to each family. Parents without access to email may request a paper copy of the monthly *School Notes*.

Other information for parents is also sent via email. Please notify the school office if your email address changes during the school year. If you do not have an email address a paper copy of the information will be sent home.

Please inform the school office immediately of any changes of telephone numbers or addresses for students, parents, or emergency contacts. Delays in reporting these items could cause problems in case of an emergency.

Parent events are planned throughout the school year. We call these *Shared Learning Events* because they are opportunities for our students to share what they have been learning. Events may include such activities as a Parent Night, Parent/Teacher Conferences, Science Fair, Geography Fair, etc.

If you have questions or concerns, we would ask that you please use the following procedure for the best results. Visit with your child's teacher, if necessary, then the next step would be to talk to Mrs. Kimberly Ritterhouse, School Administrator. Finally, you could talk with the Governance Council President to schedule a time to meet with the Council, Administrator and teacher to discuss the situation or concern.

Your child's teachers are always available to discuss your child and other classroom related issues. If you have concerns regarding our school, please speak to Mrs. Ritterhouse, our School Administrator. **Parents are not to discuss school-wide issues with teachers.** Please respect our school and teachers and only discuss your concerns with the Administrator. If you feel a need to discuss the issue further after talking with the Administrator, you may address your concerns directly to the Governance Council.

If you wish to schedule a meeting with Mrs. Ritterhouse, our School Administrator, please call the school office and schedule an appointment.