

GENERAL COMMUNICATION

Consider your child's teacher as the first line of communication. They are eager to share your child's progress through multiple forms of communication.

Although teachers have telephones located in their classrooms, phones will automatically go to voicemail. Teachers will check voicemail before and after school, or during their planning time. If it is an emergency and must be addressed in a shorter timeframe, please contact the office so a message can be hand delivered to the teacher, a counselor, or administrator.

We ask that you make an appointment to meet with staff. However, if there is an immediate need we will make every effort to meet or visit on the phone as soon as possible.

THURSDAY FOLDERS

We are committed to clear communication between students, teachers, and parents. Our school uses Thursday Folders as a way to keep you and your child updated with important information from the school and the classroom. Each Thursday your child will bring home a packet of letters, classroom information and/or notes from the office. Please take time to look through and discuss the information that comes home with your child. Return any forms requesting your signature in the envelope and sign the front of the envelope. Your child will need to return the Thursday Folder to his/her classroom teacher the following day.



REPORT CARDS AND CONFERENCES

Student progress is reported through formal parent-teacher conferences in October and May. Additional conferences may be initiated as needed by the parent/guardian or teachers throughout the year. Report cards are sent home quarterly and will be sent in Thursday Folders three times a year. The final report card at the end of the year is mailed to your most current home address.

BIRTHDAY PARTIES & INVITATIONS

Each teacher has established guidelines for birthday celebrations in the classroom.



Please check with your child's teacher to arrange a time to properly celebrate your child's birthday. Orchard Avenue's policy is that **no birthday party invitations be delivered on school grounds** as this often causes hurt feelings by other students who are not on the invitation list.

TELEPHONE MESSAGES & PHONE USAGE

Please discuss with your child **before they come to school in the morning** the plan for getting home after school as well as any changes in the normal routine. We will deliver any **emergency/urgent** messages to your child at the end of the school day. Students will



not be allowed to use the school telephone for permission to go home with a friend at the end of the school day. Those plans need to be made in advance with the agreement of both Parents/Guardians involved. Thank you for your understanding.

CELL PHONES

Cell phone usage is not permitted during school hours. If cell phones are brought to school they must be turned off and given to the classroom teacher. Orchard Avenue Elementary School/SD51 cannot be responsible for lost or stolen electronic devices.