

# Memorandum

**To:** All Faculty and Staff  
**From:** Dr. Matthew W. Ross, Superintendent  
**Date:** August 6, 2018  
**Subject:** Policy and Procedure Bulletin\_Teacher-Parent Communication Logs

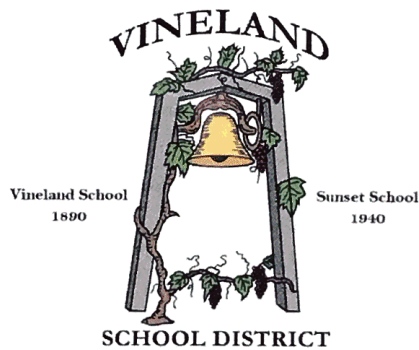
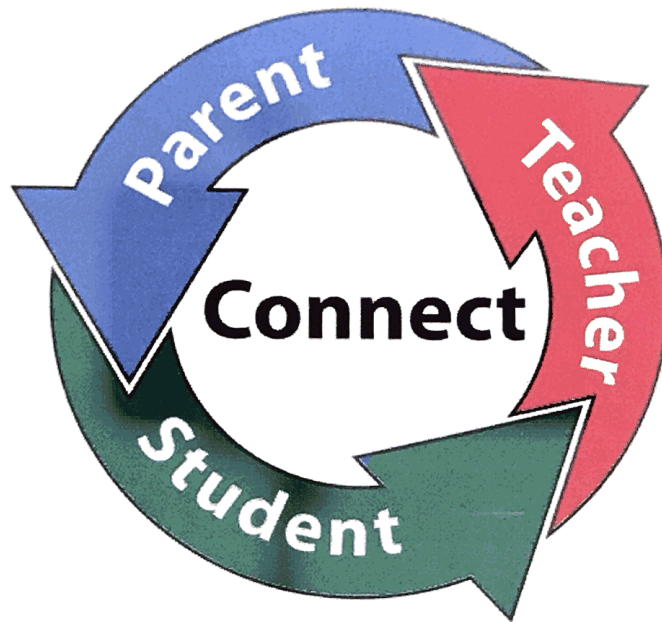
The intent of this memorandum is to provide guidance with regard to the use of Teacher-Parent Communication Logs.

Effective communication is essential for building school-family partnerships. It constitutes the foundation for all other forms of family involvement in education. When communicating with parents, all classroom teachers shall complete the Teacher-Parent Communication Logs and log the information into *SchoolWise* (see attachments). By logging the comments into *SchoolWise*, the At-Risk Counselors, Special Education Teachers, and Principals will be able to see the communication you have had with the parents when they meet with the student and/or parents.

Effective communication strategies involve:

- **Initiation:** Teachers should initiate contact as soon as they know which students will be in their classroom for the school year. Contact can occur by means of an introductory phone call or a letter to the home introducing yourself to the parents and establishing expectations.
- **Timeliness:** Teachers should make contact soon after a problem has been identified, so a timely solution can be found. Waiting too long can create new problems, possibly through the frustration of those involved.
- **Consistency and frequency:** Parents want frequent, ongoing feedback about how their children are performing with homework.
- **Follow-through:** Parents and teachers each want to see that the other will actually do what they say they will do.
- **Clarity and usefulness of communication:** Parents and teachers should have the information they need to help students, in a form and language that makes sense to them.

If you have any questions or a need any assistance regarding this memorandum, please do not hesitate to contact us.



# PARENT COMMUNICATION BINDER

# VINELAND SCHOOL DISTRICT

## Teacher - Parent Communication Log

Student Name \_\_\_\_\_

Parent Name \_\_\_\_\_

Phone Number \_\_\_\_\_

Email \_\_\_\_\_

Date \_\_\_\_\_ Time \_\_\_\_\_

<b>Type of Contact:</b> <input type="checkbox"/> Phone <input type="checkbox"/> Email <input type="checkbox"/> Note <input type="checkbox"/> Conference <input type="checkbox"/> Home Visit	<b>Reason:</b> <input type="checkbox"/> Academic <input type="checkbox"/> Behavior <input type="checkbox"/> Other	<b>General Description:</b>
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**Response/Outcome:**

*Left Message*

Student Name \_\_\_\_\_

Parent Name \_\_\_\_\_

Phone Number \_\_\_\_\_

Email \_\_\_\_\_

Date \_\_\_\_\_ Time \_\_\_\_\_

<b>Type of Contact:</b> <input type="checkbox"/> Phone <input type="checkbox"/> Email <input type="checkbox"/> Note <input type="checkbox"/> Conference <input type="checkbox"/> Home Visit	<b>Reason:</b> <input type="checkbox"/> Academic <input type="checkbox"/> Behavior <input type="checkbox"/> Other	<b>General Description:</b>
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**Response/Outcome:**

*Left Message*

Vineland Elementary  2018-2019  Parent Contacts (0)



Date	Teacher (Class)	Phone	Email	Note	Conference	Home Visit

