

SCHOOL COMMUNICATION

Communication is critical to the success of our school community. Foxborough Regional Charter School uses a number of different means of communication to keep everyone informed. The school produces annual publications such as the student directory, the student handbook, and the calendar. Newsletters, Director's updates, and Friday folders are examples of regular weekly communication tools. We have a number of open houses for such things as presentations and parent conferences throughout the year. We also have a school website, www.foxboroughrcs.org. Our teachers are easily accessible by e-mail and many parents/guardians take advantage of that method of communication.

Parent Guide to Address Concerns in the Foxborough Regional Charter School

When a parent determines that there is a school-related concern that needs to be addressed with school officials, the sequential steps outlined below should be followed. The Foxborough Regional Charter School seeks to work collaboratively with parents to find the fastest resolution to any problem.

1. The parent should address the concern with the staff member most directly involved, (i.e., a question regarding the content of instructional materials or homework assignments should be shared with the classroom teacher).
2. If the matter is not resolved at this level, the parent should bring the concern to the attention of the appropriate department head, guidance counselor, team leader, or coach.
3. If the matter is not resolved at this level, the parent should bring the concern to the attention of the appropriate administrator (Upper or Lower School Administrator, Athletic Director, Special Education Director or Deputy Director for discipline).
4. If the matter continues to remain unresolved, the parent may bring the concern to the attention of the Director.
5. If the matter still remains unresolved, the parent may bring the concern to the attention of the Board of Trustees by directly contacting the Board chairperson and requesting appropriate action.

Other Concerns and Issues

The following are examples of issues that should be addressed at the level indicated. If a parent has a concern that is not listed here, the parent may call his/her child's upper or lower school administrative assistant for direction to the most appropriate person.

1. Teachers and Specialists (Art, Music, Computers and Technology, Library, Health, and PE)
 - a. Student homework, assignments, quizzes, test, and grading
 - b. Course instructional materials, practices, academic progress, and extra help
 - c. Issues related to classroom discipline, interactions with other pupils and teachers

2. Athletic Instructors and Coaches
 - a. Concerns regarding athletic activities
 - b. At the High School concerns may also be directed to the Athletic Director

3. Guidance and Adjustment Counselors
 - a. Concerns between school and home, teacher and pupil, pupil and other pupils
 - b. Personal matters relating to student development, behavior, or interaction with others
 - c. Course selection and student schedules
 - d. Scheduling of grade/team level meetings at the Middle School
 - e. Course placement or career information and High School academic records
 - f. Accommodations Plans
 - g. Student placement issues (in a class, program or instructional level)

4. Upper or Lower School Administrator
 - a. Co-curricular program issues (athletics, music, drama, etc.)
 - b. Matters related to the physical plant
 - c. Concerns regarding school personnel
 - d. Student records and student expectations
 - e. Requests that specific courses and programs be included in the program of policies
 - f. Policy, procedure, and protocol concerns

5. Deputy Director
 - a. Discipline issues
 - b. Consequences for behavior
 - c. Bus conduct
 - d. Transportation matters

6. Director
 - a. Questions regarding school-wide policies and administrative procedures
 - b. Board of Trustee meetings and agenda items
 - c. Budgetary matters
 - d. Concerns regarding school personnel or services which have not been resolved at the Administrator's level

7. Board of Trustees
 - a. Matters pertaining to district-wide policy, protocol, and procedures
 - b. Concerns regarding the Director
 - c. Issues relating to Board of Trustee minutes and agenda items (directed to the chairperson)
 - d. Long-range planning
 - e. District-wide budget issues
 - f. Any item that should be included in future planning by the Foxborough Regional Charter School

8. Special Needs

- a. The parent should first try to address a concern with the appropriate contact person regarding provision of services and IEP.
- b. If the concern is not resolved at this level, the parent may then contact the SPED Director
- c. If the concern remains unresolved, the parent may bring the matter to the attention of the Director
- d. If the concern continues to remain unresolved, the parent may bring the matter to the attention of the Board of Trustees