

Communication Guide

It has been my experience during many years of teaching at Fontbonne that most problems that arise in the classroom can be easily resolved when everyone involved is aware of the avenues of communication available to them. This is true of the teacher, parents, and students alike. Problems and frustrations can become exaggerated when these avenues of communication are not used properly or on a timely basis. This is a list of the various opportunities you have to contact me and vice versa.

Student: It is important that our students learn to speak up and communicate with the adults at Fontbonne Academy to solve problems that they may be having in the classroom. The very first method of solving a problem should be that the student speaks directly to her teacher. This does not mean asking a question in the middle of a class lesson. Rather, the student should speak to her teacher before or after class or during a free period to make an appointment to meet with her teacher. If this discussion with her teacher does not solve the problem, then the student and parent should speak to the teacher. Only when these efforts fail to resolve an issue should the parent contact the department chairperson, guidance counselor, or the appropriate administrator.

Parents: If you have a question or concern that needs to be directed to me, you can reach me in the following ways.

- **My Fontbonne Academy.** This is our web portal where you can access all of your daughter's grades, assignments, and much more. You can send messages to me from this web site. This is my preferred method of communicating with parents for routine information and updates.
- **By Email.** You can contact me by email at rbirch@fontbonneacademy.org . I check my email at least once a day and will respond to your message by the end of the following school day.
- **By Phone.** My school phone number is 617.615.3075. You will be directed to leave a message in my voice mailbox. I try to check my voice mail once a day. I will return your call no later than the end of the following school day. Please include in your message the best time of day to contact you.
- **Appointments for Meeting.** If you would like to sit down with me and discuss your daughter's work, you must call ahead and make an appointment. My daily schedule is too unpredictable, even during my unscheduled periods, to guarantee that I will be available to meet with you without an appointment.
- **Parent/Teacher Meetings.** There are two Parent/Teacher meetings scheduled during the year. Please take advantage of these opportunities to meet with me and discuss your daughter's work in my class. The dates for these meetings are in the school calendar/handbook.

Teacher: There are a variety of ways that I will be communicating with you during the year. Please keep these in mind and remind your daughter of her responsibility to bring this material home to you.

- **My Class Pages.** You can access my class pages at the new My Fontbonne Academy web portal. Here you will find links to my class expectations and policies, course syllabi, homework assignments, announcements, and much more. Visit frequently to keep informed of the current work we are doing in class.
- **Online Grade Reports.** You can access your daughter's grades by following the links on the My Fontbonne Academy web portal.
- **Progress Reports (or Interim Reports).** It is school policy that every student will receive a progress report from every one of her teachers regardless of her grades. These reports are posted online mid-quarter on dates scheduled in the school calendar. Please make a note of these dates at home. It is expected that you will be responsible for being informed of the dates progress reports are issued.