

HKHS/HKMS Communication Standards

Parent Contact

1. Teachers will make personal contact with the parent/guardian of every student by the end of the first marking period.
 - Parent Conferences in October may be the mode of contact.
 - Teachers will call or email those parents who did not attend conferences.
Phone Call: Must make contact (message left is legitimate only if parent returns call). Calling parent/guardian's cell phone is the most effective and immediate way of reaching parent.
Email: Contact by email is considered legitimate if the parent acknowledges the teacher email by replying to the message.
2. Teachers of "specials" or non-academic courses will make contact with all parent/guardians by the end of the first semester (Teachers whose student enrollment is over 130 will make special arrangements with administration to accomplish acceptable communication standard.).
3. Teachers will make personal phone contact with parent/guardian of students who will have a D or an F average at each progress report or report card time.
4. Teachers will make personal contact with parent/guardians of students who repeatedly misbehave.
5. Counselors will make contact with each fifth grade and 9th grade parent to provide those students and teachers supplemental support. This contact does not replace the communication from the classroom teacher.

Teacher Web Pages

1. Web pages are considered as teacher plan books and will include, but are not limited to, the following information:
 - Grading Policy
 - Syllabus for Course
 - Weekly Assignment List
 - Link to Teacher's Email Address
 - Classroom Community Rules and Expectations
 - Teacher Office Hours/Availability
 - Homework Policy and Make-Up Policy
2. Teachers will update web pages bi-weekly minimally.
3. Teachers will make changes in assignment lists as they occur due to time and circumstances.

Powerschool

1. Powerschool is considered as a teacher grade/assignment book and will include, but is not limited to, the following information:
 - Assignments listed in real time as given with corresponding, accurate assigned dates and due dates for each assignment. (e.g. assignments will not be dated as given September 5 and due by November 5 or dated as given and due on the same date: given Oct. 1 and due Oct. 1).
 - Assignments listed will include some description to guide students and parents (e.g. Textbook, Chapter 3 – Cell Division: Mitosis, or Test: Act 1 *Romeo & Juliet* – Characters).
2. Grades that may have previously been grouped into one final grade (such as those for participation, homework, assignment completion, etc.) will now be posted daily or weekly (e.g. teacher will not give one grade for the marking period for participation or provide one grade only that changes week to week). Grouped grades must be posted weekly minimally.
3. Teachers will update grades in Powerschool bi-weekly minimally.