

The Official Oak Crest Guide to

COMMUNICATING WITH YOUR CHILD'S TEACHERS

Oak Crest believes that educating your children is a joint project. For us to be effective, we believe in a strong home to school communication. This guide is provided to give you some direction in how this communication can be informative, effective and easy.

- Be familiar with the classroom expectations and grading practices sent home for you to review at the very beginning of the year. You may want to make a copy for yourself since most teachers ask that they be returned with a signature.
- The best way to find out how your child is doing in any class is for you to access the parent information portal (**My.sduhsd info portal**) on our school web site. Each teacher will be posting scores on assignments, quizzes and tests approximately every two to three weeks. Please check the teacher's syllabus for exact posting schedules.
- Check the **school and individual teacher WEB SITES** for more information about individual classes and school policies. (daily homework, class work, helpful links, and other information pertaining to the class).
- Read the newsletter and mark report card and progress report dates on your home calendar. Progress reports are an additional form of communication every six weeks to inform you of your child's current progress in his/her classes. Please note, however, that the Parent Portal is current and can be accessed at any point in the school year to monitor grades.
- When you need to contact a teacher:

1- **Send an email message.** A **brief** question or request is the best way to use the email. The discussion of your concerns is best left for face to face meetings, where they are less likely to be misinterpreted. Also, remember that teachers with 150 students (or more) simply do not have the time to read and respond to long email messages or to respond on a weekly basis.

2- **Leave a voice mail message.** Please be brief. Leave your name and number, your child's name and your question, so it is easy for the teacher to return the call with the information you need. Do not assume that the teacher can return a call at night; calls are most often returned during a teacher's prep period or before/after school. It would help to leave a daytime number and time that is best for you to receive a call. It may be a day or two before a teacher is able to return your call. .

3- **Call the school and schedule an appointment.** Out of consideration of teachers' professional schedules and to ensure campus safety, all guests to the school must check in at the front office. **VISITORS MAY NOT WALK**

**DIRECTLY TO CLASSES WITHOUT CHECKING IN AT THE OFFICE.
TEACHERS CANNOT ACCEPT DROP-IN VISITS AT ANY TIME.**

**IF YOU FEEL YOUR QUESTION OR CONCERN WOULD BE BEST
HANDLED BY AN ADMINISTRATOR PLEASE FEEL FREE TO CONTACT
THE MAIN OFFICE FOR ASSISTANCE.**

Before you have a meeting with a teacher, write down your questions so that the short time you have together is as productive as possible.

- If your child reports a situation that occurred with a teacher or in the classroom, you can empathetically respond to your child's feelings while knowing that more information may help you understand the concern. A conversation with the teacher will give you a more complete picture.
- Remember that teachers have the success and happiness of their students as their priority. All of our teachers are educated professionals trained to teach their subject area. When teachers, parents and students work together we can all ensure student success.
- Lastly, it is very appropriate to thank your child's teacher. Our teachers work very hard to help ensure the success of your student and any positive feedback is always appreciated.