



## Parent-Teacher Communication Protocol

The Newburgh Enlarged City School District embraces the knowledge that it is through the work of all, we will achieve inclusive excellence. NECSD strives to ensure consistent communication between the district, principals, teachers, parents and families, and students. The District's primary motivator is the well-being and education of its scholars.

NECSD is committed to open, honest communication with parents. Despite very best efforts, questions and concerns do arise. When parents have a question concerning a classroom situation, their first contact should be with the classroom teacher, since the teacher is likely the closest to the question or concern and is most able to resolve it quickly and effectively. To ensure the success of NECSD's students, the following five steps are recommended to be followed when a question or concern arises:

- 1 Students should feel empowered to go to the primary teacher with their questions, concerns, or comments.
- 2 Parents should go to the primary teacher with questions, concerns, or comments.
- 3 The teacher will follow up with the parent on the resolution of questions, concerns, or comments

|                                  |                           |                       |                             |  |
|----------------------------------|---------------------------|-----------------------|-----------------------------|--|
| <b>Academic/Student Progress</b> | Classroom/Subject teacher | HS/MS Guidance        | Building principal          | Asst. Supt. for Curriculum & Instruction |
| <b>Athletics</b>                 | Coach                     | Director of Athletics | Office of Superintendent    |  |
| <b>Behavior</b>                  | Classroom/Subject teacher | Building AP/principal | Director of Pupil Personnel | Exec. Director for Equity and Access     |
| <b>Board of Ed. Policies</b>     | Building principal        | School District Clerk | Office of Superintendent    | Board of Education                       |
| <b>Budget</b>                    | Building principal        |                       |                             |  |