

LIONSGATE ACADEMY

619 INDIVIDUALIZED FAMILY COMMUNICATION PLAN POLICY

Original Adoption Date: December 16, 2014

Revision Date(s): 5/07/2019

Review Date(s): 01/04/2018, 10/5/2021

I. PURPOSE

The purpose of this policy is to outline the purpose and format of an individualized family communication plan.

II. GENERAL STATEMENT OF POLICY

Lionsgate Academy recognizes that communication between home and school is vital to the success of students. Communication between home and school is expected to be reasonable and respectful. When the amount of time required to respond to a family's communication consistently requires what would generally be considered excessive consumption of the school personnel time, Lionsgate Academy reserves the option to develop a communication plan. The communication plan is a written plan that defines the amount, tone, and format of the communication. It will include a timeframe for expected responses and may limit the recipients of communication to a single point of contact at the school. In the case where a single point of contact is designated, any communication directed to the board of directors will be forwarded within 24 hours of receipt. Further, the communication plan may stipulate that the purpose of the communication be clearly stated at the beginning of the e-mail, phone call or conference.

For those communications that are not time-sensitive, Lionsgate Academy may elect to send a single communication in the form of e-mail, mail, phone call or conference as a weekly or bi-weekly summary.

If a family does not agree with the communication plan, they may seek conciliation through the conflict resolution process.

Legal Reference:

Minn Stat. 125A.091