

Home School Communication Policy

At BHSEC Baltimore, we recognize the importance of clear and consistent two-way communication between a student's home and school. The following communication policy is designed to ensure that instructors are in touch with students' families with important information about their progress.

The responsibilities and resources available to a student and their parents/guardians:

- How to receive communication from my student's school:
 - Keep Ms. Mountcastle updated on any changes in phone numbers, email addresses, and home addresses to ensure that we can reach you.
- How to access my student's grades:
 - Grades will be updated in Infinite Campus every two weeks. Families are encouraged to review their student's progress and reach out to teachers and/or counselors with any questions or concerns.
- Who to contact with concerns about frequency or nature of communication:
 - Contact the instructor(s) directly. If you are unable to reach someone, please contact the Dean of Students or another member of the administration.

Home/School Communication Guidelines for Instructors:

- When and why to contact a student's home:
 - Make initial contact at the start of the term to introduce yourself and establish a connection between yourself and the student's home.
 - Positive communication home is always appreciated and encouraged.
 - Contact home for any students with a grade below a C- monthly.
- Where instructors can find contact information to reach a student's home:
 - Infinite Campus (IC) serves as the repository for all contact information. If you have received contact information that differs from IC, please share this information with Ms. Mountcastle so that the database can be updated.
- What to do if you have attempted to reach home and not heard back:
 - Our goal is to establish two-way communication between home and school. If you have made at least 2 attempts with one mode of communication to all of the listed contacts and not received acknowledgement, please attempt to contact in an alternative format. (For example, if you have sent 2 emails but have not heard back, please attempt to call home at least twice.) If after these attempts you have not received any response, please let a member of the A team know so that they can ensure we have the best information for reaching the students' home.
- Please maintain a home/school communication log that documents your efforts and successes reaching a student's home and share it with the A team.