



Channels of Communication at Renaissance Elementary Magnet School

Principal Announcement:

- The principal sends out a message to all staff regarding important updates, events, or changes in policy.

Staff Meeting:

- Teachers and staff gather to discuss the principal's message and any other relevant topics, share concerns, and brainstorm ideas.

Grade-Level Meetings:

- Grade-level teachers meet to discuss specific issues related to their students, curriculum planning, and upcoming events.

Parent Newsletter:

- The school sends out a newsletter to parents summarizing important information, upcoming events, and reminders.

Classroom Newsletters:

- Individual teachers send out newsletters to parents of students in their class, highlighting what students are learning, upcoming assignments, and any classroom-specific news.

Parent-Teacher Conferences:

- Teachers meet with parents to discuss their child's progress, address any concerns, and set goals for improvement.

School Website/Social Media Updates:

- The school updates its website and social media channels with news, events, and other important information for both parents and students.

School Noticeboard:

- A physical noticeboard outside of the school is updated regularly with announcements, upcoming events, and other important information.

Emergency Communication:

- In the event of emergencies or unexpected situations, the school sends out urgent notifications via phone calls, text messages, or emails to parents and staff.

This chain of communication ensures that information flows smoothly between the school administration, teachers, parents, and students, keeping everyone informed and involved in the school community.

If a parent needs to file a grievance at REMS, they should typically follow these steps:

Filing a Grievance:

At REMS, we strive to maintain open lines of communication between parents, students, and staff. We value your feedback and are committed to addressing any concerns or complaints in a prompt and respectful manner. Below are the steps to follow if you need to file a complaint:

Informal Resolution:

- We encourage parents to first address concerns or complaints directly with the staff member involved. Many issues can be resolved through open communication and mutual understanding.

Teacher or Staff Member:

- If the concern involves a specific teacher or staff member, please schedule a meeting with them to discuss the issue. This allows for constructive dialogue and the opportunity to find a resolution.

Principal or Assistant Principal:

- If the issue persists or if it involves a broader school-wide concern, parents may request a meeting with the principal or assistant principal. They will conduct a thorough investigation and work with all parties involved to find a resolution.

District Superintendent or School Board:

- In rare cases where the complaint cannot be resolved at the school level, parents may choose to escalate the matter to the district superintendent or school board. This should be considered a last resort after exhausting all other avenues of resolution.

Formal Complaint Procedure:

- If a complaint cannot be resolved through informal means, parents may submit a formal written complaint to the school administration. The complaint should include a detailed description of the issue, any relevant documentation, and suggestions for resolution. The administration will investigate the complaint and provide a written response within a reasonable timeframe.

Confidentiality:

- All complaints will be handled with discretion and confidentiality to the extent possible. Information will only be shared with individuals directly involved and administration in addressing the complaint.

We are committed to maintaining a positive and supportive learning environment for all students at REMS. Your feedback is invaluable in helping us achieve this goal. If you have any questions or concerns about the complaint process, please don't hesitate to contact the school administration.

Trena Hand, Principal

Lisa Jackson, Assistant Principal