**Academy at the Farm Communication Policy**

Academy at the Farm uses a communication procedure to help facilitate parental involvement. This procedure is to provide guidance for parents and others with questions

pertaining to their children or the school.

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**The Communication Procedure is as follows:**

**First Resource- Teacher**

* Contact the student’s teacher to discuss any concerns you may have regarding your child. If the teacher is involved, you are encouraged to contact the next resource.

**Second Resource- Assistant Principal**

* If your concern remains unresolved after meeting with the teacher or the teacher is involved, then contact the Assistant Principal. If the Assistant Principal is involved, then you are encouraged to contact the next resource.

**Third Resource- Director**

* If your concern remains unresolved after meeting with the Assistant Principal or the Assistant Principal is involved, then contact the Director. If the Director is involved, you are encouraged to contact the next resource.

**Fourth Resource- Board of Directors**

* If your concern remains unresolved after meeting with the Director or the Director is involved, you are encouraged to contact the parent liaison representative on the Board of Directors. Contact information for Suzanne Larkin, Board Chair, may be obtained by contacting the Assistant to the Director, Jutta Tallman at 352-588-9737. The Board Meeting is also open to the public and the agenda provides an opportunity for public inquiry. The Board typically meets on the 3rd Monday of every month. The Board meetings are also posted on the school calendar via the website.

The purpose of this procedure is to bring suggestions, observations, or concerns regarding Academy at the Farm to the person that can best resolve these issues.

This procedure will foster an environment that welcomes early identification of suggestions or concerns with mutual resolution. Open communication is important to meeting the needs of everyone at the Academy at the Farm and ensure the school continues to **“Do What’s Best for Kids!”**