

FASSV COMMUNICATION PATHS

In order to provide parents with meaningful communication and comprehensive information, the School's philosophy is to **consistently favor a direct, personal and individualized communication with families**. Because our whole team firmly believes that every child is a unique student, we consider it indispensable to approach each query on an individual level in order to present families with specific and confidential answers about the issues involving their children.

FIRST LEVEL : Communication with the teachers

The teachers have a day-to-day familiarity with the students, hence would be the most appropriate to efficiently resolve a majority of issues. **Most of the questions regarding the students within the classroom setting** can be answered by the teachers, including :

*assessment of student's progress, successes and difficulties,
quarterly curriculum outlines,
educational documents,
pedagogic objectives and methods,
weekly schedules,
homework load,
class discipline,
relations with classmates,
educational fieldtrips...*

If questions remain or parents feel at an impasse, inform the teachers of your need to discuss the issue further with the program coordinators.

To plan a meeting with the teachers :

Set up in advance a specific appointment day/time directly with the teachers.
Please try to meet with both English and French teachers.

SECOND LEVEL : Communication with the program coordinators

This is the second step in the dialogue between the parents and the School. The program coordinators can help parents reach a better understanding of the **objectives and general content of the French and English curricula**. The program coordinators are also in charge of the integration and harmony of the two curricula. Even though the two coordinators do not have totally identical responsibilities, they can answer many questions including :

*overall French curriculum and English curriculum,
articulation between both curricula,
overall textbooks and educational materials,
overall educational fieldtrip and enhancement programs,
testing and counseling,
overall discipline policy,
overall pedagogic objectives and methods,
students with special needs policy...*

If questions remain or parents feel at an impasse, inform the coordinator(s) of your need to discuss the issue further with the director.

To plan a meeting with the program coordinators :

Set up in advance a specific appointment day/time directly with the coordinators.
Please try to meet with both English and French coordinators.

THIRD LEVEL : Communication with the director

As previously mentioned, parents are to first to consult with their children's teachers and program coordinators. However, parents should not hesitate to make an appointment with the director, **should they consider answers received** during their meetings with the teachers and program coordinators **unsatisfactory**. In this case, the director can answer questions including :

*overall School program
overall articulation between French and English programs
overall enhancement or special programs
overall discipline policy*

To plan a meeting with the Director

Set up in advance a specific appointment day/time through the Office.

If after a meeting(s) with the Director, parents feel at an impasse, parents should inform the Director of their need to write a detailed description of the situation which will be forwarded to the Board of Directors.

Direct communication on administrative issues

Parents are welcome to plan directly a meeting with the assistant director, director of admissions or director **if the subject matter does not directly concern the School program or the classroom.** This includes :

*School's mission and philosophy,
personal issues,
legal issues,
tuition and fees,
overall School calendar and schedule,
admissions,
School's security plan,
French government scholarships...*

To plan a meeting with the Assistant Director, Director of Admissions or Director
Set up in advance a specific appointment day/time through the Office.