

# Meadow Ridge School Communication Plan

At Meadow Ridge School, we are committed to providing and fostering open dialogue with all educational stakeholders. When sharing ANY information, our communication practices align with FSD policies, Human Rights legislation and the Freedom of Information and Protection of Privacy Act (FOIP).

## Our Commitment to Families:

### 1. SCHOOL WEBSITE

Please check Meadow Ridge School website regularly for all up-to-date information and dates. Please let us know if there are any inconsistencies as you navigate the site.

<https://foothillsschooldivision.ca/meadowridge>

### 2. PRIMARY COMMUNICATION

Our primary communication will be email and phone. We reply to issues, questions, and concerns brought forward by parents. When we know of a concern, we can often find solutions and resolutions quickly, and collaboratively solve problems. Classroom teachers may use additional communication means such as the Remind App.

### 3. COMMUNICATION HOURS & PROCEDURES

We invite you to email or phone on weekdays from 6:30 am to 6:30 pm as per Appendix B in [AP414](#). We try to reply to messages within 24-48 hours. Please note on our website calendar times the school is closed and staff are unavailable. The primary focus teacher's time is interaction with students. As such, an immediate response is not possible. If you have an emergency, please contact the main office. Please do not text or phone your child during instructional time as cell phones are not permitted in class.

### 4. CLASSROOM COMMUNICATION

Teacher communication is emailed at the end of each week. Generally, this information includes a brief description of learning occurring in the classroom and may include how parents can support this learning at home. Specific classroom information will be shared such as class field trips, supplies needed, and upcoming assessments. If the teacher has concerns, they will phone.

### 5. SCHOOL-WIDE COMMUNICATION

School communication will be sent to the parent email address(es) provided. This is sent every Friday and is called Community Connect. This communication contains school-wide information and important dates. You can follow us on **Instagram at meadow.ridge.school** as well as check the school website.

### 6. EDSEMBLI

You will receive a monthly email from Foothills School Division reminding you to check your child's most recent progress in Edsembli. Teachers are committed to entering assessment information in a timely way. Some marks may be formative (meant to inform next steps) and some will be summative (evaluation of where your child's understanding is at that point of time in the year).

Learner Profiles will be emailed home twice a year using the email address(es) listed on your child's school record. You are able to view your child's marks by logging on to Edsembli.

<https://connect.edsembli.com/AB/FSD/MRS/Portal/viewer/Login/Login.aspx?logintype=P>

As part of our communication plan at Meadow Ridge, we believe parents are partners in education. As such, parents have a responsibility to get involved, stay connected, and collaborate by:



## Parent and Guardian Responsibilities:

### 1. EMAILS, FORMS, & WEBSITE

Stay informed by reading communications and regularly referring to the school website. Ensure you are signing and returning forms in a timely manner. The **Community Connect**, our school newsletter, is emailed to parents at the end of each week.

### 2. ENSURE CORRECT CONTACT INFORMATION

Please ensure the school has the correct email address and mailing address on file as this is our primary method of communication. If you would like information sent to both parents, please ensure both addresses are on file at the office. If you have any changes to your primary residence, emails, or phone numbers, please contact the office at (403) 995-4808.

### 3. CONTACT TEACHERS EARLY WITH CONCERNS

In order to respond to concerns in a timely manner, the first step is to contact your child's teacher directly. When teachers know of a concern, often a solution and resolution can be reached through early problem-solving. Please contact your child's teacher(s) to set up an appointment. Please do not text or use the Remind app for this type of communication. You can expect an initial reply within approximately 24 hours on school days.

### 4. AVOID DROP-INS

Our priority during the day is instructional hours and teaching time. Please avoid dropping into a classroom to have a conversation with teachers before school and throughout the teaching day.

### 5. JOIN US FOR PARENT MEETINGS

Formal student learning conferences are in November and April. Please attend virtually or face-to-face if permitted. There are additional opportunities to be involved such as School Council.

### 6. PHONE CALLS

We ask that you call the Main Office for urgent information at (403) 995-4808. If students are sick staff will contact parents to discuss a plan.

### 7. BE AWARE OF CLASSROOM COMMUNICATION

Respectful communication is expected from all parties. Please be aware of the method your child's teacher uses to communicate learning and activities. Parents are encouraged to support student advocacy and help children develop responsibility for their learning and deadlines on assignments.

### 8. PARENTS ARE PARTNERS

Do not hesitate to connect with a teacher or administrator. The process for voicing concerns is to contact your child's teacher first. If the issue cannot be resolved, your next step would be to contact an administrator.

We want to hear from you. Your voice is important and valued.

# Meadow Ridge Assessment Communication Plan

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The purpose of reporting assessment is to communicate areas of strength and areas of growth in regard to understanding outcomes in the Program of Studies. Assessments are designed to:

- be fair and equitable;
- motivate students - they know where they are in their learning journey, where they need to be and next steps;
- instill confidence in students' abilities to learn and see progress over time;
- assess knowledge, skills, and level of understanding of curricular outcomes.

Meadow Ridge is committed to providing fair, timely, and accurate assessments based on a variety of assessments that include pencil/paper tasks, observations and conversations. Our procedures are guided by and aligned to the Foothills School Division [Administrative Procedure 360: Assessment, Reporting and Evaluation of Student Learning](#).

## Important Dates:

The school year is divided into **two reporting periods** and our Learner Profiles will be emailed home in correlation to these reporting periods:

- Term 1: Thursday, February 15<sup>th</sup>
- Term 2: Thursday, June 27<sup>th</sup>

**Student Learning Conferences** will be held twice a year:

- Wednesday, November 8<sup>th</sup> and Thursday, November 9<sup>th</sup>
- Wednesday, April 17<sup>th</sup> and Thursday, April 18<sup>th</sup>

**Progress Reports** will be emailed four times a year. You will be asked to check your child's portfolio for specific examples of their learning and achievement. This includes information about literacy, numeracy and competencies. Progress updates will be on:

- Friday, October 27<sup>th</sup>
- Friday, December 15<sup>th</sup>
- Friday, March 22<sup>nd</sup>
- Friday, May 17<sup>th</sup>

To ensure all students are academically and socially successful, teachers communicate regularly throughout the year. At a minimum, teachers will email parents a weekly update at the end of each week. If a student struggles, teachers will phone parents to collaboratively problem-solve how to best support the student. Parents are encouraged to contact teachers directly with any concerns or questions they may have. If you have any questions about your child's grade or progress, please contact the school by phone or via email to your child's teachers. Email addresses are set up as last name, first initial @ fsd38.ab.ca (for example [forchukr@fsd38.ab.ca](mailto:forchukr@fsd38.ab.ca)).

We would like all parents to understand that Foothills School Division has a new System of Assessment and Reporting. It communicates the expectations for assessing and reporting learning in all FSD schools. It is important to note that the grading scale has changed for Learner Profiles. For more information on the Foothills School Division System of Reporting, please access the attachment or follow this link: <https://bit.ly/FSD-Reporting>

If you have any questions, please reach out to your child's homeroom teacher or administration.

We look forward to being partners in your child(ren)'s education. We appreciate your continued support.

Sincerely,

Rebecca Forchuk

[forchukr@fsd38.ab.ca](mailto:forchukr@fsd38.ab.ca)

Principal

Lauren Frandle

[frandlel@fsd38.ab.ca](mailto:frandlel@fsd38.ab.ca)

Vice Principal