

Parent-School Communication Policy

At BFIS, we believe that open and respectful communication between parents/guardians, and the school is essential for the academic progress, well-being, and safety of each student. Parents/guardians are encouraged to communicate their concerns and questions following the school's communication procedure outlined below.

Rationale

The BFIS Communication Policy is designed to:

- Facilitate prompt and effective resolution of any issues.
- Foster constructive communication between parents/guardians, and teachers.
- Uphold the confidentiality and respect of all members of the school community.

We ask that all communication be conducted in a manner that reflects our shared values of respect and integrity. Inappropriate communication—such as messages that are distributed to multiple recipients without context, anonymous, aggressive, manipulative, or defamatory—has no place in our community and will not be tolerated in any forum or format.

Steps in the Communication Procedure

There are three steps in the communication procedure:

STEP 1:

Begin by contacting and meeting with the teacher or staff member closest to the issue. This approach often leads to the quickest and most effective resolution.

If the issue cannot be resolved at this level, proceed to Step 2.

STEP 2:

Contact the Head of Section (Elementary or Secondary). The Head of Section will investigate the matter and may arrange a further meeting with the teacher involved and/or the relevant Learning Leader or Grade level Leader, if applicable.

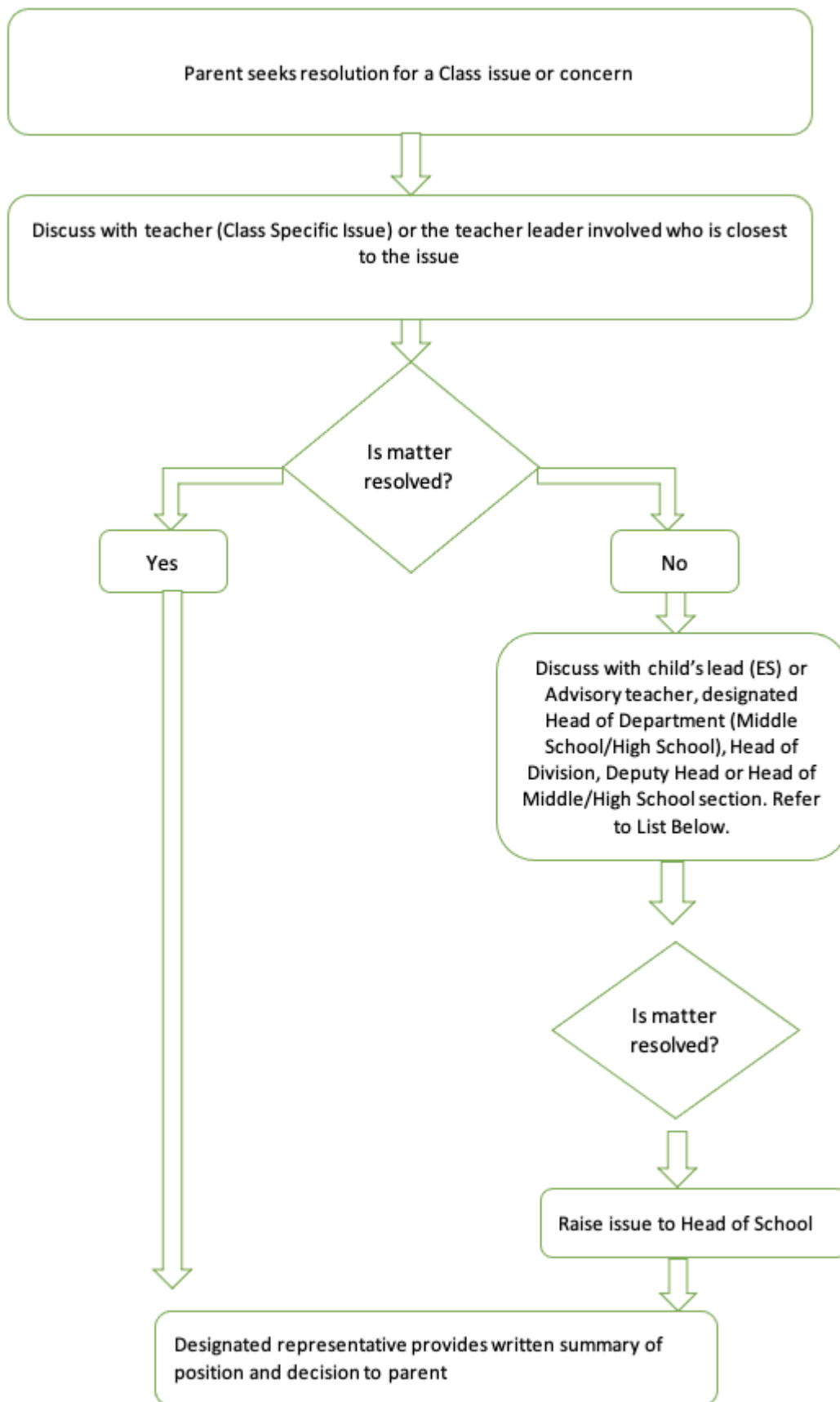
If the issue remains unresolved, proceed to Step 3.

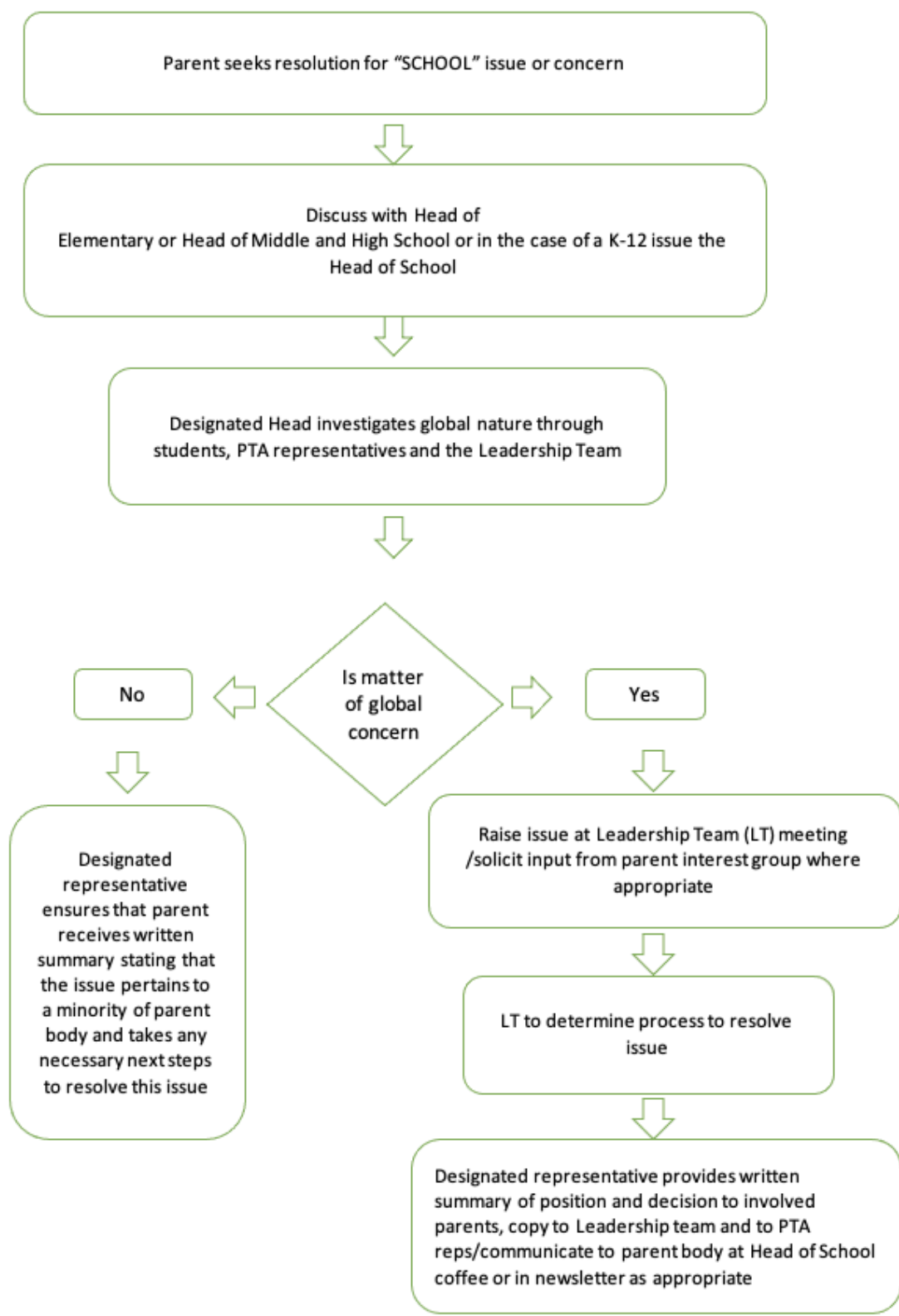
STEP 3:

Contact the Head of School. As the Board's designee for all school-based decisions, the Head of School may collaborate with the Board Chair in certain situations. However, good school governance, as outlined by our accrediting bodies, advises that all issues be routed back to the appropriate level for resolution whenever possible.

The Head of School who may, at their discretion, seek advice from their Board Chair.








Where to go when you have a question or concern, if you need to escalate a concern, or if you have a more global concern.

Teachers	Please consult your child’s schedule available in Powerschool. To access powerschool you should have received an email from IT when you first joined the school. Each teacher has a common code for their email: firstnamelastinitial@bfischool.org
Positive Behavior Intervention	<p>Secondary:</p> <p>Grade Level Leaders :</p> <ul style="list-style-type: none"> ● Grade 6: Andrea Cranshaw (andreac@bfischool.org) ● Grade 7: Judit Mulero (juditm@bfischool.org) ● Grade 8: Julia Halverson (juliah@bfischool.org) ● Grade 9: Tom Wolverton (thomasw@bfischool.org) ● Grade 10: Jessica Stralkowski (jessicas@bfischool.org) ● Grade 11: Scott Hemsey (scotth@bfischool.org) ● Grade 12: Doug Hundley (douglash@bfischool.org) <p>Dean of Students:</p> <ul style="list-style-type: none"> ● Miranda Cryns: mirandac@bfischool.org (Dean of Students) with copy to John Kernis: JohnK@bfischool.org (Head of Secondary and/ or Laura Blair: laurab@bfischool.org (Associate Head of Section) <p>Elementary:</p> <ul style="list-style-type: none"> ● Jill Zappia jillianz@bfischool.org (Associate Head of Elementary) ● Kristy Csensich: KristyC@bfischool.org (Head of Elementary)
Secondary School Subject Specific Concerns (after speaking directly with the teacher)	<p>Learning Leaders (Secondary)</p> <ul style="list-style-type: none"> ● Language and Literature English: Kelly Zavotka: kellyz@bfischool.org ● Language and Literature Spanish: Cristina Cucurella: cristinac@bfischool.org ● Spanish Technical Director: Eva Gausa: evag@bfischool.org ● Language Acquisition: Nadine Gervais: ngervais@bfischool.org ● Individuals and Societies:Mattheww Bradsaw: matthewb@bfischool.org ● Science: Rose Scavatto: roses@bfischool.org ● Mathematics: Madison Niesyn: madisonn@bfischool.org ● Design:Javier Pozo: javierp@bfischool.org ● Physical and Health Education: Jospeh Grande: josephg@bfischool.org ● DP Coordinator: Michal Valente: michalv@bfischool.org with copy to Laura Blair: laurab@bfischool.org (Associate Head of Section)
Instructional	<ul style="list-style-type: none"> ● Laura Blair: laurab@bfischool.org (Associate Head of Section) ● John Kernis: Johnk@bfischool.org (Head of Secondary)



(Teaching and Learning) Leadership and Escalation of Division Specific Issues	<ul style="list-style-type: none"> Jill Zappia jillianz@bfischool.org (Associate Head of Elementary) Kristy Csensich: Kristyc@bfischool.org (Head of Elementary)
Whole School Support Services (English as an Additional Language, Learning Support, Counselling).	<ul style="list-style-type: none"> Liz Mahaffey: elizabethm@bfischool.org (Head of Whole School Support Services: Learning Support) <p>Counselling:</p> <ul style="list-style-type: none"> Shelia Sanjaime: sheilas@bfischool.org (Primary Counsellor) Jennine Ballew: jennineb@bfischool.org (Middle School Counsellor) Rachael Gerbic: rachaelg@bfischool.org (High School Counsellor) Rhonda Leshman: rhondal@bfischool.org (College and Career Counsellor and Internships).
Child Protection	Lila Jorge: Lilaj@bfischool.org (Head of School)
Buses	<p>Maria Carbonell: mariac@bfischool.org (Bus Coordinator and ES Assistant)</p> <p>Copy KristyC@bfischool.org (Head of Elementary) and/or JohnK@bfischool.org (Head of Secondary)</p>
Facilities and Neighborhood issues	<p>Belén Bravo: Belenb@bfischool.org (Facilities Director)</p> <p>copy Ana Royo: Anar@bfischool.org (Director of Operations and Finance)</p>
Security, Operations, Finance, Cafeteria Provision, Cleaning	Ana Royo: Anar@bfischool.org (Director of Operations and Finance)
Extra-Curricular Activities, Athletics	Bea Zimmerman: beaz@bfischool.org (Extracurricular Activities Coordinator)
Technical Issues (login to online platforms, use of apps, Powerschool technical incidences)	itsupport@bfischool.org
Student Safety Issues and Escalating issues	Lila Jorge Lilaj@bfischool.org (Head of School)
Parent Teacher Association Grade Level Reps 	<p>You can share a concern with your PTA Grade Level Representative. They meet our leadership team monthly.</p> <p>However, we advise that to get to a resolution more quickly that you escalate your concern using this policy for healthy, timely and effective communication to support your child.</p>



