

## Parent-School Communication Policy

Each parent at BFIS has the right to communicate regarding the academic progress, well-being or safety of his/her child. In such cases, all parents are expected to follow the school's communications procedure as outlined below.

### Rationale

The BFIS Communication Policy is designed to:

- Reach a solution to a problem as quickly and as effectively as possible.
- Encourage communication between parent and teacher.
- Protect the rights of confidentiality of all members of the school community.

Distributed communication to multiple electronic users; anonymous communication; aggressive communication; manipulative communication or any other communication that defames any member of our community or the school is not acceptable at BFIS in any forum or format.

### Steps in the Communication Procedure

There are three steps in the communication procedure.

#### STEP 1:

Contact and meet with the teacher or individual closest to the issue first.

*If the problem cannot be solved at this level, the parent should proceed to step 2.*

#### STEP 2:

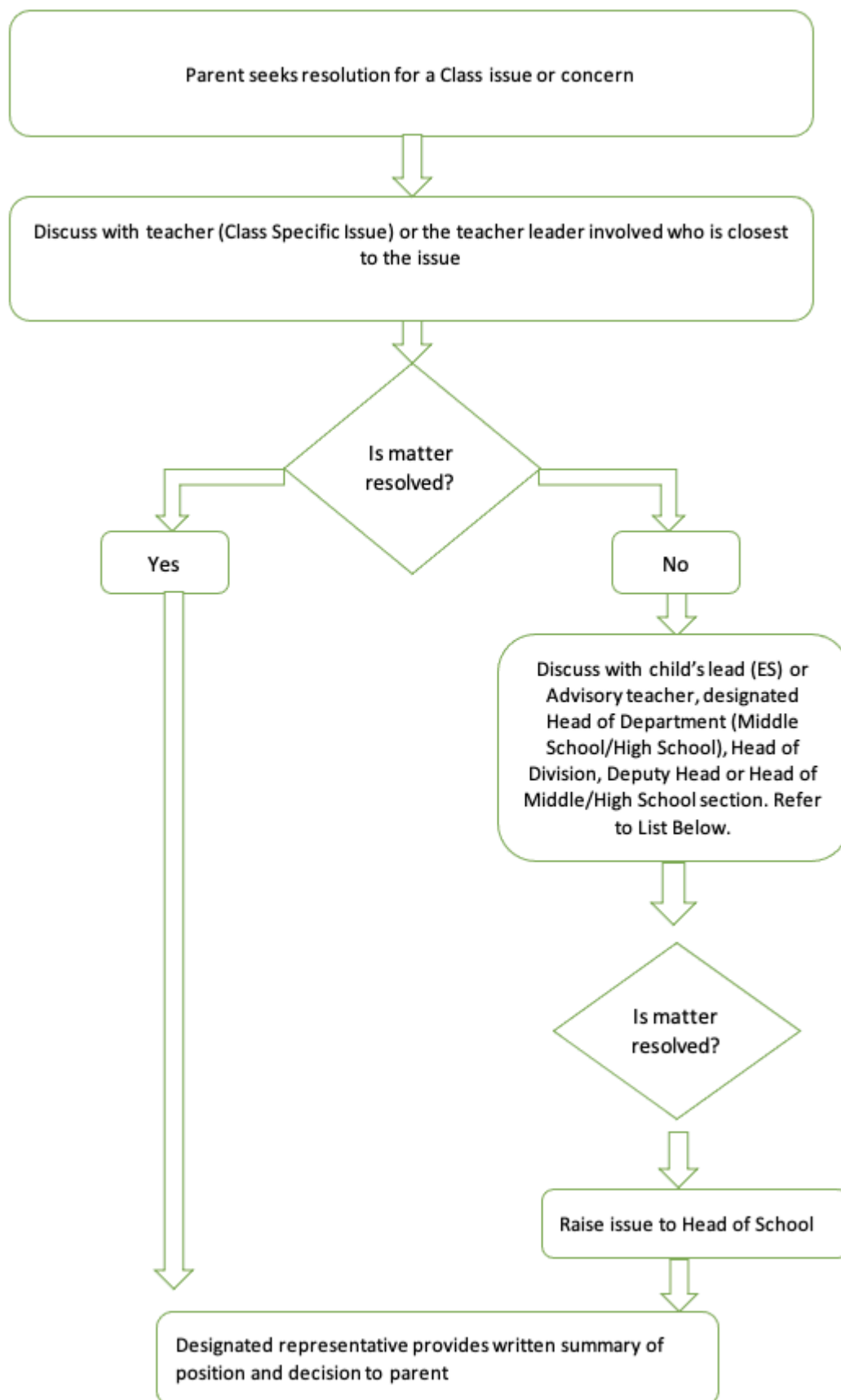
Contact the Head of Section (Elementary or Secondary), who will investigate and may arrange a further meeting with the teacher concerned and or the relevant Head of Department, if applicable.

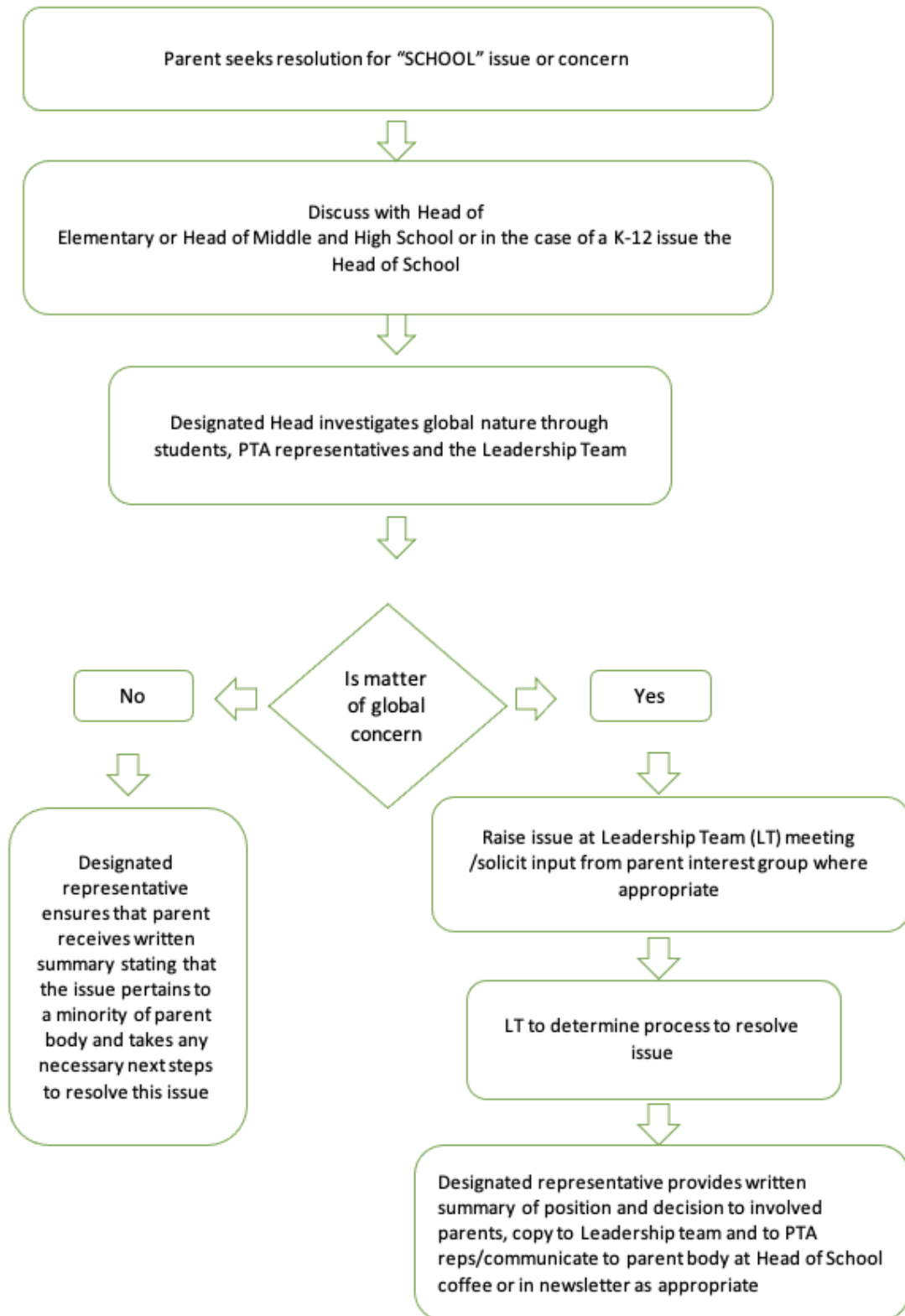
*If the problem cannot be solved at this level the parent should proceed to step 3.*

#### STEP 3:

Contact the Head of School. This is the Board's designee for all school based decisions. Some situations may involve the Head of School collaborating with the Board Chair. However, good school Governance as outlined in the standards and indicator practices of our accrediting bodies advise that all problems be rerouted back to 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"> <li>• Grade 6: Andrea Cranshaw (<a href="mailto:andreac@bfischool.org">andreac@bfischool.org</a>)</li> <li>• Grade 7: Judit Mulero (<a href="mailto:juditm@bfischool.org">juditm@bfischool.org</a>)</li> <li>• Grade 8: Julia Halverson (<a href="mailto:juliah@bfischool.org">juliah@bfischool.org</a>)</li> <li>• Grade 9: Tom Wolverton (<a href="mailto:thomasw@bfischool.org">thomasw@bfischool.org</a>)</li> <li>• Grade 10: Jessica Stralkowski (<a href="mailto:jessicas@bfischool.org">jessicas@bfischool.org</a>)</li> <li>• Grade 11: Scott Hemsey (<a href="mailto:scotth@bfischool.org">scotth@bfischool.org</a>)</li> <li>• Grade 12: Laura Blair (<a href="mailto:laurab@bfischool.org">laurab@bfischool.org</a>)</li> </ul> <p>Dean of Student:</p> <ul style="list-style-type: none"> <li>• Miranda Cryns: <a href="mailto:mirandac@bfischool.org">mirandac@bfischool.org</a> (MS Dean of Students)</li> <li>• Richard Littlewood: <a href="mailto:richardl@bfischool.org">richardl@bfischool.org</a> (HS Dean of Students)</li> </ul> <p>with copy to John Kernis: <a href="mailto:JohnK@bfischool.org">JohnK@bfischool.org</a> (Head of Secondary)</p> <p>Elementary:</p> <ul style="list-style-type: none"> <li>• Jill Zappia <a href="mailto:jillianz@bfischool.org">jillianz@bfischool.org</a> (Associate Head of Elementary)</li> <li>• Kristy Csensich: <a href="mailto:KristyC@bfischool.org">KristyC@bfischool.org</a> (Head of Elementary)</li> <li>• Sarah-Rose: <a href="mailto:Sarahr@bfischool.org">Sarahr@bfischool.org</a> (Early Childhood Learning Leader) with copy to Kristy.</li> </ul>
Secondary School Subject Specific Concerns (after speaking directly with the teacher)	<p><b>Learning Leaders</b> (Secondary)</p> <ul style="list-style-type: none"> <li>• Language and Literature English: Kelly Zavotka: <a href="mailto:kellyz@bfischool.org">kellyz@bfischool.org</a></li> <li>• Language and Literature Spanish: Eva Gausa: <a href="mailto:evag@bfischool.org">evag@bfischool.org</a></li> <li>• Language Acquisition: Nadine Gervais: <a href="mailto:ngervais@bfischool.org">ngervais@bfischool.org</a></li> <li>• Individuals and Societies: Isid Spaho: <a href="mailto:isids@bfischool.org">isids@bfischool.org</a></li> <li>• Science: Michal Valente: <a href="mailto:michalv@bfischool.org">michalv@bfischool.org</a></li> <li>• Mathematics: Madison Niesyn: <a href="mailto:madisonn@bfischool.org">madisonn@bfischool.org</a></li> <li>• Design: Javier Pozo: <a href="mailto:javierp@bfischool.org">javierp@bfischool.org</a></li> <li>• Physical and Health Education: John Salach: <a href="mailto:jsalach@bfischool.org">jsalach@bfischool.org</a></li> </ul>
Instructional	<ul style="list-style-type: none"> <li>• John Kernis: <a href="mailto:Johnk@bfischool.org">Johnk@bfischool.org</a> (Head of Secondary)</li> </ul>



(Teaching and Learning) Leadership and Escalation of Division Specific Issues	<ul style="list-style-type: none"> <li>Jill Zappia <a href="mailto:jillianz@bfischool.org">jillianz@bfischool.org</a> (Associate Head of Elementary)</li> <li>Kristy Csensich: <a href="mailto:Kristyc@bfischool.org">Kristyc@bfischool.org</a> (Head of Elementary)</li> </ul>
Whole School Support Services (English as an Additional Language, Learning Support, Counselling).	<ul style="list-style-type: none"> <li>Liz Mahaffey: <a href="mailto:elizabethm@bfischool.org">elizabethm@bfischool.org</a> (Head of Whole School Support Services: Learning Support)</li> </ul> <p>Counselling:</p> <ul style="list-style-type: none"> <li>Shelia Sanjaime: <a href="mailto:sheilas@bfischool.org">sheilas@bfischool.org</a> (Primary Counsellor)</li> <li>Jennene Ballew: <a href="mailto:jennineb@bfischool.org">jennineb@bfischool.org</a> (Middle School Counsellor)</li> <li>Victoria Butcher: <a href="mailto:victoriabu@bfischool.org">victoriabu@bfischool.org</a> (High School Counsellor)</li> <li>Rhonda Leshman: <a href="mailto:rhondal@bfischool.org">rhondal@bfischool.org</a> (College and Career Counsellor and Internships).</li> </ul>
Child Protection	<p>Lila Jorge: <a href="mailto:Lilaj@bfischool.org">Lilaj@bfischool.org</a> (Associate Head of School)</p> <p>For all child protection related issues copy <a href="mailto:racheh@bfischool.org">racheh@bfischool.org</a> (Head of School)</p>
Buses	<p>Maria Carbonell: <a href="mailto:mariac@bfischool.org">mariac@bfischool.org</a> (Bus Coordinator and ES Assistant)</p> <p>Copy <a href="mailto:KristyC@bfischool.org">KristyC@bfischool.org</a> (ES Head of Elementary)</p>
Facilities and Neighborhood issues	<p>Belén Bravo: <a href="mailto:Belenb@bfischool.org">Belenb@bfischool.org</a> (Facilities Director)</p> <p>copy Ana Royo: <a href="mailto:Anar@bfischool.org">Anar@bfischool.org</a> (Director of Operations and Finance)</p>
Security, Operations, Finance, Cafeteria Provision, Cleaning	<p>Ana Royo: <a href="mailto:Anar@bfischool.org">Anar@bfischool.org</a> (Director of Operations and Finance)</p>
Extra-Curricular Activities, Athletics	<p>Bea Zimmerman: <a href="mailto:beaz@bfischool.org">beaz@bfischool.org</a> (Extracurricular Activities Coordinator)</p>
Technical Issues (login to online platforms, use of apps, Powerschool technical incidences)	<p><a href="mailto:itsupport@bfischool.org">itsupport@bfischool.org</a></p>
Student Safety Issues and Escalating issues	<p>Rachel Hovington: <a href="mailto:rachelh@bfischool.org">rachelh@bfischool.org</a> (Head of School)</p> <p>Please copy Lila Jorge <a href="mailto:Lilaj@bfischool.org">Lilaj@bfischool.org</a> (Associate Head of School)</p>
Parent Teacher Association Grade Level Reps 	<p>You can share a concern with your PTA Grade Level Representative. They meet our leadership team monthly. 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>



