Black Mountain Elementary
Council Policy

Council Policy Type	Policy Number
( ) By-Laws (Council Operational Policy) (X) Function (School Operational Policies)	1.07

POLICY TOPIC DESCRIPTION
Communication Log

POLICY STATEMENT
A Communication Log will be kept by all teachers documenting contacts made between the teacher and parents. Weekly updates are required. Documentation of the parent contact, date and time of contact, and information concerning the reason for contact are required. All teachers will contact **all** student's parents or guardians a minimum of one time each 9 weeks.

9-4-12 1st reading Eddie Stewart Council Chairperson	12-4-12 2nd reading Eddie Stewart Council Chairperson	12-4-12 Adopted Eddie Stewart Council Chairperson