

COMMUNICATION

CONFERENCES AND REPORT CARDS

Parents are invited to conference with their child's teacher at any time. A note to the teacher or a phone call to the office for an appointment is appreciated. Parent conferences are scheduled for December 16–19, 2008 and March 25-27, 2009 Grades 1-6, and March 23-27, 2009 Kindergarten.

If a conference with the Principal is desired, please call the school office and arrange an appointment. He is always glad to help in any way.

NEWSLETTERS

Newsletters are sent home twice a month on Tuesdays. The Briarcrest “Newsbrief” is the school newsletter and contains school-related information and special events. The PTA “Pawprints” is the monthly newsletter from PTA that gives more detailed information about PTA events and activities.

Many classroom activities and special events are communicated in teacher newsletters.

EMAIL

All Shoreline employees have ready access to email accounts. Messages are checked daily and often provide the most reliable source of communication. Contacts are available on the school website at www.shorelineschools.org/schools/briarcrest/contacts/contactus.php Most communication between parents and teachers is conducted via email.

TELEPHONE

The telephone is a vital link between school and home. It is also an invaluable tool when responding to emergencies. Each classroom is equipped with a phone which links teachers to the office and to phones outside the school. Because the classroom telephones do not have a direct line, call the Briarcrest phone number (206-368-4170) and you will be transferred to the classroom in an urgent situation. Voice mail messages may be left on the teacher voicemail boxes at any time.

PHONE BOOKS

A telephone book of student phone numbers is published by the PTA and distributed to PTA members. Occasionally there are a few left. Families may request their phone numbers not be listed in this book on a form sent home before publication of the book.

COMMUNITY BULLETIN BOARD

The Community Bulletin Board is located across from the main office desk and has information posted about parent resources and classes throughout the year.

BRIARCREST HOME PAGE

The Briarcrest home page can be accessed from the Shoreline School District's web site at www.shorelineschools.org/briarcrest.

PROBLEM RESOLUTION PROCESS

On occasion, parents and guardians of Briarcrest children will have a concern regarding a classroom or school practice or event. In general, the following are some resolution procedures:

- 1) attend parent conferences
- 2) attend curriculum and open house nights
- 3) call and make an appointment to meet with your child's teacher or write the teacher a letter or email.
- 4) if the concern is not resolved after meeting with the teacher, call and make an appointment to meet with the principal and teacher.