



**Academy at the Farm, Inc.  
Charter School**

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**AATF Policy: 2.28**

**Academy at the Farm Communication Policy**

**Purpose:**

The purpose of this procedure is to bring suggestions, observations, or concerns regarding Academy at the Farm to the person that can best resolve these issues.

This procedure will foster an environment that welcomes early identification of suggestions or concerns with mutual resolution. Open communication is important to meeting the needs of everyone at the Academy at the Farm and to ensure the school continues to **"Do What's Best for Kids!"**

**Scope:**

This procedure is to provide guidance for parents and others with questions pertaining to their children or the school. Academy at the Farm uses a communication procedure to help facilitate parental involvement.

**Policy:**

The Communication Procedure is as follows:

First Resource- Teacher

Contact the student's teacher to discuss any concerns you may have regarding your child. If the teacher is involved, you are encouraged to contact the next resource.

Second Resource- Learning Community Principal

If your concern remains unresolved after meeting with the teacher or the teacher is involved, then contact the principal. If the principal is involved, then you are encouraged to contact the next resource.

Third Resource- Director

If your concern remains unresolved after meeting with the principal, or the principal is involved, then contact the Director. If the Director is involved, you are encouraged to contact the next resource.

Fourth Resource- Board of Directors

If your concern remains unresolved after meeting with the Director or the Director is involved, you are encouraged to contact the parent liaison / board chair representative on the Board of Directors, see attached form and directions. The Board Meeting is also open to the public and the agenda provides an opportunity for public inquiry. The Board typically meets on the 3rd Monday of every month. The Board meetings are also posted on the school calendar via the website.

Board Approved: 8-16-2021  
8-15-2022  
7-17-2023

### Rules for Meeting with Board Chairman

1. Please review and follow the AATF Communication Policy outlined in the Student Handbook to resolve any issue or concern prior to scheduling a meeting with the Board Chairman.
2. Please note who you spoke to, the dates & times, a brief description of what was discussed and the result of your discussion.
3. If you have reached the third resource (Academy Director) of the AATF Communication Policy and you feel that your issue or concern has not been properly resolved, please fill out the form to schedule a meeting with the fourth resource – the Board Chairman.
4. Address one specific issue per request form.
5. Forward the Request to meet with the Board Chairman to the Director's Assistant with dates and times that you are available.
6. All meetings with the Board Chairman will take place at the school.
7. The Board Chairman will have someone present to take notes.
8. Indicate on the form if you wish anyone else, that is relevant to the issue or concern, to attend this meeting.
9. By signing the form, you agree to allow the Board Chairman to reach out to any AATF individuals either named or discovered in order to resolve your concern.
10. Any faculty or staff members involved may, at the Board Chairman's request, be present at any scheduled meeting(s).

Request to meet with the Board Chairman

Name of Person(s) wishing to meet with the Board Chairman: \_\_\_\_\_

A brief description of the situation to be discussed (limit one issue/concern per form):

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Please advise if you have followed the AATF Communication Policy (Student Handbook) to resolve this issue. List the dates/times of who you spoke to and the result of such meetings in the appropriate fields below;

First Resource Teacher: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

Second Resource-Learning Community Principal: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

Third Resource – Director: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

Fourth Resource – Board of Directors Chairperson: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

Do you personally wish to have an AATF Faculty/Staff member present? YES/NO

Names: \_\_\_\_\_

Dates/Times Available \_\_\_\_\_

\_\_\_\_\_  
SIGNATURE OF APPLICANT

\_\_\_\_\_  
DATE