

Faith Training Christian Academy Communication Strategy Plan

School Reopening Plan

School will open in Phase II and will continue until the governor of Louisiana announces publicly of any and all changes. If there is a change of this current status to Phase I or Phase III, parents will be notified via the:

- Remind text app
- school Facebook page
- mass email to all parents

School Closures

In the event of weather-related emergency, the school will use local radio stations (93.5FM or 105.7FM) to broadcast information about school closures. Closures will also be posted on the school Facebook page and sent out via Remind text app. As a rule, we will follow the Vernon Parish School Board's decision for all weather-related closures.

Parent Conferences

1. Conferences may be scheduled at the principal's, teacher's, or parent's request.
2. A parent may send a note requesting a conference or call the school office and make the request. Teacher/parent conferences will be scheduled during a teacher's break or at the convenience of the teacher and parent.
3. **It is inappropriate and unacceptable procedure for ANYONE to enter a classroom unannounced to confer with a teacher before school begins, to interrupt a teacher during school hours, or to enter a classroom unannounced after school.**
4. Teachers may not leave class during class time to confer on the phone. The office will be happy to take a message and have the teacher return your call at her/his earliest convenience. **Do not text a teacher, faculty member or secretary during school hours. Please call the office to relay any messages.**
5. Please use discretion when contacting teachers at home after school hours. Reserve this procedure for extreme emergencies only.
6. To avoid classroom interruptions, please come to the school office to deliver forgotten items or messages.