

Parent Contact Policy

When a new family moves into the Ivanhoe School District, administration should contact the family and welcome them to town and answer any questions about the school district. Administration will keep a log with the date contacted, and the method used to contact. After 2 attempts at contacting a family administration will pass on the names and info to the school board. The board can then help make a connection with the family.

In the situation of a student leaving, if there has been no paperwork filed, administration should contact to see what reasons for the possible school change. Documentation of these contacts should be kept as well.

Due to data privacy no logging of the conversation will be kept.

Example of the Log

Date	Family Contacted	Method of contact
8/1/15	Anonymous Family	Phone no answer
8/7/15	Anonymous Family	Email-Response on 8/10/15