



ACTS Communication Policy

ACTS considers it a great privilege to assist its families in educating their children from a classical and Biblical perspective. As a result, the ACTS Board, Administrators, and tutors are committed to upholding and supporting each parent's authority in the lives of their children. Communication is key to the success of any family's experience at ACTS.

ACTS to Family Communication

The main form of communication between ACTS and families occurs via the Weekly Lesson Plan (WLP). The following guidelines pertain to the WLPs:

- Tutors will post their WLPs to the ACTS website by 4:00pm on Friday
- Parents/students will print and read the plans before Monday
- Students will place WLPs in their binders and bring them to class on Monday
- Students will bring materials to class, as instructed on the WLP
- Tutors will contact parents if a change needs to be made to the WLP

Other communication between ACTS to families includes:

- Email notification of other ACTS events
- Community events posted on the website calendar
- Emergency alerts posted on the website homepage
- Written communication sent home to parents via "Family Mail" at dismissal.

Note: Parents are required to be cc-ed on all communication between tutors and students unless ACTS has written documentation from the parents requesting not to be contacted.

Family to ACTS Communication

Parents and their students are encouraged to contact tutors in order to:

- clarify an entry on the weekly lesson plan
- ask for help with an assignment
- arrange for working ahead due to vacation plans
- make up work due to illness
- make suggestions related to the class or offer assistance to the tutor

In the case of a conflict or misunderstanding, we strive to maintain the integrity and reputation of all parties involved by requesting that parents:

- approach the situation in the spirit of peacemaking with the goal of reconciliation
- email the tutor (copying the Administrative staff) asking for their perspective on the situation
- follow the principles found in Matthew 18 & James 3 about resolving conflict prudently and respectfully.

Parents are encouraged to share their thoughts on ways to improve ACTS by:

- approaching the Administrator with your idea
- explaining how you can help carry out your idea
- present a plan to implement your idea

Implementation of the idea is at the discretion of the ACTS Board, Administrative staff, and tutors. The ACTS Board welcomes parents to come and discuss their thoughts in the areas of ACTS rules, procedures, activities, finances, curricula, and conduct of the staff. Please notify Board members in writing (email is preferred). If necessary, a Board member will contact you before the next Board meeting.