



PROFESSOR COMMUNICATION & PARENT POLICY

Q: When should I contact the office instead of my child's professor?

A: CALL THE OFFICE FOR...

1. All Student or School-related Emergencies
2. Administrative Needs
 - Absences
 - Requests to Leave Early
 - Short-term Independent Study



Q: When is it appropriate to email my child's professor?

A: Email is best used for brief communications requiring a quick answer that...

1. Is not an emergency
2. Cannot be answered elsewhere:
 - Agendas
 - Newsletters
 - Professor Pages
 - Official OPA Website
 - Handbooks
 - Emails from Site Administration
3. Does not involve conflict resolution
 - To resolve a conflict, refer to the School-Wide Resolution Policy and schedule an appointment with your child's professor.



Q: When should I call the office/professor or send an email?

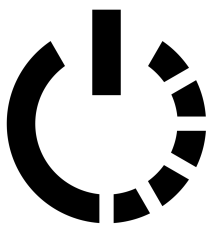


A: MAKE THE CALL VS SEND AN EMAIL



- Call the office for administrative issues involving attendance, doctor's appointments, health concerns, short-term independent study, etc.
- Call the professor to discuss confidential matters regarding academic progress, learning expectations, or behavioral issues.

- Email quick, uncomplicated messages.
 - Email notes of appreciation and encouragement.
 - Email requests to schedule a conference.
- Please allow up to 48 hours for a response from your child's professor.



Q: Can I email my child's professor at any time?

**A: POWER DOWN HOURS:
6:00 PM to 6:00 AM**

Power Down Hours allow professors to spend time off campus with family and re-energize for the next day.

- Please refrain from emailing professors during Power Down Hours.
- Instead, write a note for your child's professor in his or her agenda, or
- Wait until the next morning to send a brief email or make a phone call.



Q: Can I text my child's professor?

**A: TEXT FRIENDS
CALL PROFESSORS**

Why?

- Texting is an informal means of communicating between friends and family.
- Eliminating texting establishes a professional relationship between the parent community and OPA professors.

Q: What if I need to meet with my child's professor in-person during school hours?

A: OPA PROFESSORS PROVIDE BELL TO BELL INSTRUCTION

All Visitors Must...

- Check in at the front office.
- Schedule a conference prior to addressing concerns or classroom issues in-person with a professor.

