PARENT COMMUNICATION POLICY

SECTION 1. BEN FRANKLIN ACADEMY

MISSION

The mission of Ben Franklin Academy is to develop young adults with character like America's founding Renaissance man, Benjamin Franklin: well-read, scientifically curious, and civically engaged.

VISION

Our students will excel academically through a challenging, sequenced curriculum that emphasizes math, science, the arts, and literacy. We will be a data-driven institution, focusing on individual students. Our students, teachers, parents, staff, and leaders will be held accountable for the success of our school. Finally, we recognize that an education is incomplete without fostering social emotional development, character, sports, and nature.

PURPOSE

The purpose of this policy is to define the expectations and procedures for communication between Ben Franklin Academy (BFA) community members. This policy is adopted in alignment with Douglas County School District Policy KB (Parent and Family Engagement), affirming open two-way communication between families and the school, parents' right to access information concerning their children's education, and the partnership among families, the school, and the community in support of student achievement.

SECTION 2. EXPECTATIONS FOR COMMUNICATION

All communication between a BFA parent and a BFA teacher or staff member should be civil and respectful. If the school receives a communication (in person or electronically) that the Administration deems inappropriate and/or threatening, the school reserves the right to request a redirected communication or to restrict communications accordingly (this may include limiting physical and/or electronic access to school staff).

Parents must be mindful of the volume of email that teachers receive on a daily basis and should be sensitive about monopolizing teachers' time.

If a parent has questions or concerns pertaining to classroom practices, discipline issues, academic programs, or his/her student, the parent is to take the following actions:

All response times will be based upon when school is in session. This excludes teacher workdays, fall break, winter break, spring break, and summer break.

1. Directly contact the teacher or staff member regarding the issue by email. If unsure which teacher to address, the parent should start with the student's homeroom teacher. The teacher or staff member will return contact within 48 hours. If contact is not made within 48 hours, or if it is time sensitive, the parent may proceed to step 2.

2. If the issue cannot be resolved at the teacher or staff level, the parent should next discuss the issue with the Assistant Principal.

3. If the issue cannot be resolved at the Assistant Principal level, the parent should next discuss the issue with the Principal.

4. If the issue cannot be resolved by the Assistant Principal or Principal, the parent should next come to the BFA Board of Directors (Board) President.

In the event of a conflict with a BFA teacher or staff member, parents must follow the BFA Conflict Resolution Policy.

SECTION 3. BULLYING CONCERNS

Bullying concerns are to be reported directly to the Assistant Principal or Principal. Please see BFA's Bullying Policy.

SECTION 4. GENERAL SCHOOL QUESTIONS

For general questions regarding BFA, contact info@bfacademy.org. Parents may expect a response within 48 hours during the academic year, unless BFA is on an approved break.

SECTION 5. OPEN COMMENT

All BFA Board meetings are open to the public and are conducted in compliance with Colorado Open Meeting Requirements.

The BFA Board welcomes comments from members of the public on any topic during the public time set aside on the agenda. Please see the Board's open comment registration form on the BFA Board Transparency webpage.

The Board will not respond to public comments during this open forum. The Board will only take action on items listed on the agenda. For other matters, the Board will receive comments only, and may, at its discretion, refer the matter or calendar the issue for future discussion.

SECTION 6. POLICY SUGGESTIONS OR NEW PROGRAM IDEAS

For suggested changes, additions, or policy-related complaints, concerns and/or comments as well as ideas for new programs or policies:

1. Submit input to the Board President by email at president@bfacademy.org. You will be contacted within 48 hours for issue clarification and provided an idea of the next steps, including the next scheduled review by the Board.

2. In order to be listed on the agenda for a Board meeting, you must submit a written request to the Board President no later than 10:00 a.m. on the Friday before a regularly scheduled Board meeting. You will be notified whether or not the agenda item has been accepted no later than 10:00 p.m. the Sunday before a regularly scheduled Board meeting.

3. If the proposed policy change will impact BFA's operating budget, the recommendation must detail specific proposed changes to the operating budget to accommodate the recommendation.

4. If a proposed agenda item is approved and a presentation is made to the Board, the Board will respond, which may include approval, denial, or reference to committee for further consideration, by the regularly scheduled Board meeting following the presentation.

SECTION 7. POLICY QUESTIONS

If a parent has a question regarding a BFA policy, the parent is to:

1. Submit the question to the Board President by email at president@bfacademy.org. The parent will be contacted within 48 business hours with the answer to the question or a referral on where to find the answer.

2. The question will be filed with the applicable policy so that the Board may consider policy clarifications as needed when the policy is scheduled for review.

3. Procedural questions shall be directed to the Administration.

SECTION 8. EXIT PROCEDURES

Should a BFA family choose to leave BFA for any reason, the following process must be followed in order for BFA to strive for continual improvement and to learn from that family's experience:

1. Upon notification of disenrollment, the front office will schedule an exit interview with the parent(s) and the Principal (or his/her designee). The parent will be given an exit form to complete.

2. The Principal (or his/her designee) will review and file the exit interview form. A summary of the information on the form will be presented to the Board by the next regularly scheduled Board meeting, and a copy of the form will be made available to the Board by request.

Reviewed by the Board: 11/15/2022
Reviewed and Approved by the Board: 9/19/2023
Reviewed and Approved by the Board: 9/15/2026
Reviewed and Approved by the Board: 10/20/2026
Accessibility: 10/08/2026 - To comply with the Colorado Accessibility Law (HB 21-1110), all policy links direct you to the BFA Policy webpage, where you can find and view the applicable information.