

PARENT MEETING REQUEST PROTOCOL

Purpose

Student Leadership Academy values open communication and collaboration with parents and guardians. To ensure that questions and concerns receive appropriate time and attention, and to maintain a safe and orderly school environment, the following procedures apply to meetings with school administration and teachers.

Scheduling Appointments

Parents and guardians who wish to meet with a school administrator or teacher must contact the school office or the specific staff member by email or telephone to schedule an appointment. Meetings will be arranged at a mutually convenient time, subject to staff availability.

Unscheduled Visits

Parents and guardians are strongly encouraged to schedule appointments before coming to school to meet with administration or a teacher. Arriving without an appointment, particularly during student arrival and dismissal, is not an appropriate time to request a meeting. During arrival and dismissal, administrators and teachers have assigned responsibilities related to student supervision, safety, and security. These duties are essential to maintaining a safe and orderly environment and must remain the priority.

Parents and guardians who arrive without an appointment should understand that staff may not be available to meet immediately. Depending on staff responsibilities and availability, a meeting may need to be scheduled for a later time.

School Safety and Cooperation

SLA is committed to maintaining a safe, secure, and well-organized learning environment for all students. We appreciate the cooperation and understanding of our families in following these procedures and helping ensure that staff can fulfill their responsibilities to students.

Thank you for your continued support of Student Leadership Academy.