

## IAMS Communication Practices – At-A-Glance

### From Teachers to Students and Parents/Guardians

- Student Communication Folders – all students, for homework & handouts
- Student Agendas – (Grades 1-8) for noting homework, contains annual school calendar
- Quarterly Syllabus – communicates the learning content, goals, and expectations
- Paper Flyers – distributed in student communication folders.
- Performance Measures – (K-8<sup>th</sup>) quarterly report card & progress report; Pre-K report twice a year.
- Biannual Parent/Teacher Conferences – with the student's homeroom teacher.
- Bulletin Boards Outside Classrooms – information and/or student work on display.

### From Administration to Students and Parents/Guardians

- IAMS Calendar – prepared annually to advise IAMS families of school events.
- All Call System – automated phone messaging system calls family phones numbers.
- Bulletin Boards – opposite the main office, for committee activities and community events.
- Principal's Corner – Principal's special communications posted regularly on the IAMS website.
- Principal Discussion Form – several education forums throughout the year for parents.

### From Parents to Parents/Guardians, Teachers, Administration

- School Handbook – overview of day-to-day routines, policies and procedures; IAMS' mission, history and philosophy; information about CPS magnet schools.
- Website – located at [www.iamschicago.com](http://www.iamschicago.com), includes school news and events
- Puma Paper – by FELE volunteers, distributed monthly via email and posted on website
- Student Directory – compiled each year with addresses, emails and phone numbers of all IAMS families that give their permission to release the information.
- Email blasts – online service used by FELE for group emails with timely information.
- Paper Flyers – All paper flyers must be approved prior to release.
- Organization Notices and Meeting Minutes – LSC' monthly meeting notices/agendas are posted outside of the main door; paper copies of meeting minutes are in the front office.

### WHO CAN ANSWER MY QUESTIONS?

- Homework, assignments, academic progress, behavior → classroom teacher
- Transportation → Ms. Gallo (Assistant Principal)
- Cafeteria → Mrs. Ocón (Lunchroom Manager)
- Parent Volunteering → Ms. Garcia (Volunteer Coordinator)
- Boys' basketball → Mr. Carrillo (Physical Education Teacher)
- Library, book fair and club → Mr. Feeley (School Librarian)
- Standardized testing → Ms. Gallo (Assistant Principal)
- Unresolved issues → Dr. Vallez (Principal)
- Student fees → Nancy Perez (Office Clerk)
- Special education → Ms. Villareal (School Counselor)
- School policies, budget and SIPAAA → LSC members and Dr. Vallez (Principal)
- School organizations → (website has officers listed)
- Student health records → CPS School Nurse
- High school applications → Ms. Villareal (School Counselor)
- Admissions → Dr. Vallez (Principal)
- Attendance → Ms. Gallo (Assistant Principal - refer to Handbook)

If you contact one of these individuals and do not receive a response within 2-3 days, please call the main office and leave a written message.