

Scheduling a Conference

At Roxboro Community School we have an open-door policy. We welcome and encourage communication between teachers, parents and students. We use a variety of methods to ensure this. Our students will receive a report card every 6 weeks and a progress report every 3 weeks. On a daily basis we use Snap Grades, and a school-wide email announcement system. If you feel a conference is needed with your child's teacher or counselor, we have the following procedure in place.

- Contact your child's teacher first by phone or email
- If the situation cannot be resolved or further action needs to be taken, you may request a counselor to arrange a conference with the principal, teachers, student and parent. [Conference Request Form](#)