



SCHOOL COMMUNICATION PLAN

At Woodland Heights Elementary, we intend to provide information to our school community that is timely and relevant. Our communication will include all stakeholders - staff, students and parents - except where student or staff privacy take precedence or school board policy dictates. Communication will be provided in a clear and concise manner. Where the communications from the teacher, school or PTO are leaving questions in your mind, we request that questions be addressed as follows:

- ❖ For Academic and Student Specific Questions: Parent first contacts the teacher, then Principal/Assistant Principal as needed.
- ❖ For Staff Questions: Staff first contacts Grade Level Chair/SIT rep., then Principal/Assistant Principal as needed.
- ❖ For School-Wide Communication Questions: First contact the Principal/Assistant Principal and they will coordinate with the necessary team to provide clarity.

Our objective is to respond to all emails or phone calls within a suggested 24-48 hour business day response time.

<u>ACADEMIC COMMUNICATION</u>	<u>STAFF COMMUNICATION</u>	<u>SCHOOL-WIDE COMMUNICATION</u>
<ul style="list-style-type: none"> ➤ Teacher Newsletter ➤ Teacher Notes in Folder/Agenda ➤ Parent-Teacher Conference ➤ Graded Work/Test ➤ Parent Portal ➤ Phone Call/Email ➤ Report Card/Progress Report ➤ Curriculum Night 	<ul style="list-style-type: none"> ➤ Staff Meeting ➤ PLC Meeting ➤ Hawk Herald ➤ Staff Monthly Calendar ➤ SIT Meeting ➤ Staff Handbook 	<ul style="list-style-type: none"> ➤ ConnectEd Phone Message/Email ➤ School Website ➤ PTO Meeting ➤ PTO "In the Know" in Teacher Newsletter ➤ Principal's Coffee ➤ Open House ➤ Social Media--WHE & PTO ➤ PeachJar Flyers ➤ Student Handbook

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Academic Communication				
STRATEGY	PURPOSE	TIMELINE	AUDIENCE	PERSONS RESPONSIBLE
Open House/ Curriculum Nights	Informational meetings to introduce parents to a new school year and curriculum procedures for success	Annually	Parents and students	Administration/Teachers
Parent-Teacher conferences	Individual meetings to discuss student progress and academic growth	Once in the fall, once in spring	Parents and students	Teachers
Student progress reports & report cards	Communicate successes and opportunities for improvement to parents	Quarterly	Parents and students	Teachers
Graded work, tests and assignments sent home Parent Portal	Keep students and parents updated on academic progress within the classroom	Ongoing Update grades in Parent Portal (Gradebook) weekly	Parents and students	Teachers
Teacher messages in student's folder/agenda	Inform parents of pertinent information not included in weekly newsletters	As needed	Parents	Teachers
Teacher newsletter (email blast)	Update parents on curriculum and instruction, class news, Enhancement curriculum	Weekly	Parents	Teachers
Chain of Concern: Parent→Teacher→Principal/Assistant Principal				

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Staff Communication				
STRATEGY	PURPOSE	TIMELINE	AUDIENCE	PERSONS RESPONSIBLE
School newsletter & Monthly Staff Calendar (Hawk Herald)	Updates, news, dates, recognitions, “know & dos”	Weekly	Staff	Administration
Staff Handbook	Communicate updates of policies and procedures relevant to staff	Annually	Teachers	Administration
Staff meetings	Open communication with staff regarding news, updates, professional development, and school-wide calendar	Monthly	Teachers	Administrators
PLC meetings <i>(Professional Learning Communities)</i>	Teachers meet to discuss curriculum issues/concerns and student data	weekly	Administration, IF, teachers, and students	Administration, IF, all teachers
SIT meetings <i>(School Improvement Team)</i>	School financial, administrative, and professional development concerns/decisions discussed	Monthly	Parents, students, staff and community	Administration and SIT members
Chain of Concern: Staff Member → GLC/SIT member → Principal/Assistant Principal				

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School-wide Communication				
STRATEGY	PURPOSE	TIMELINE	AUDIENCE	PERSONS RESPONSIBLE
PTO Newsletter “In the Know” <i>(Parent-Teacher-Organization)</i>	PTO news, events, dates, fundraising info	Weekly	Staff and parents	PTO Board
ConnectEd	School news, events, dates, important school information	Weekly	Staff and parents	Administration
School Website	Keep current and vital school information updated on the website.	Ongoing	Staff, students, parents, prospective students and their families	Webmaster, Administration, Teachers
School Facebook & Twitter	Keep community abreast of newsworthy events and information	Ongoing	Parents and community	Administration and assigned staff
Media	Networking with media venues to keep community abreast of newsworthy events and information	As needed	Parents and community	Administration and assigned staff
School-wide flyers and other materials sent home when necessary (Peachjar)	Announcements/reminders of important dates and information	As needed	Students and parents	Administration/PTO/ community groups
School Handbook	Update and distribute at the beginning of the year to outline school procedures and expectations for the year	Annually	Teachers, students and parents	Administration/Teachers
Admin & Teacher phone	Communicate with parents	As needed in a timely	Parents	Administration/Teachers

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calls/emails	on urgent matters or matters that require more personal interaction	manner		
Principal Coffees	Interested parties meet with principal to discuss school-wide events/updates	Monthly	Parents, students, staff, and community	Administration
PTO Meetings <i>(Parent-Teacher-Organization)</i>	PTO updates, events, dates, fundraising info	Monthly	Parents, staff	PTO Board
PTO Facebook <i>(Parent-Teacher-Organization)</i>	Keep community abreast of newsworthy events and information	Ongoing	Parents and community	PTO Board
Chain of Concern: Question/Clarification → Principal/Assistant Principal				