

## Teacher to Student/Parent Communication:

Type of Communication	Purpose:	Timeline:	Audience:	Person Responsible for Communication:
Open House/ Orientation Days	Introduce parents and students to a new school year and curriculum procedures for success	Annually	Teachers	Administration
Student Led Conferences	Individual meetings to discuss student progress and academic growth and concerns	Bi-yearly & as needed	Parents	Teachers & Students
Student Progress Reports & Report Cards	Communicate successes and challenges to parents and students	Quarterly (JH & HS) Tri & Mid (Elem)	Parents & Students	Main Office
PowerSchool	Keep students and parents updated on academic progress	Weekly	Parents & Students	Teachers
School Email Accounts	To communicate and respond to parent and patron questions and concerns	Checked Daily	All Admin, Teachers, Staff, Parents, and Students	All Admin, Teachers, and Staff
Teacher Phone Calls	Communicate successes and challenges to parents and students	As needed	Parents	Teachers
School Marquee Sign	Update community of school events and information	Ongoing	Staff, Students, Parents, and Community	Main Office
School Webpage	Keep current and vital school information updated on the website	Ongoing	Current and Prospective Staff, Students, and Parents	Administration
Social Media	Posting events and information	As needed	Parents and Community Members	Administration
All Call	Mass calling, email, and texting system to notify parents of events at school	As needed	Parents	Administration
School Wide Newsletter	Announcements/Reminders of important dates and information	Yearly & As needed	Students and Parents	Administration
Teaching Strategies (PK), SeeSaw (K-3), Google Classroom (4-12)	Keep students and parents updated on academic progress and school happenings	Ongoing	Students and Parents	Teachers
Remind App	Extra & Co-Curricular Communication	Ongoing	Students and Parents	Advisors/Coaches

### Administration/Teachers/Support Staff Internal Communication

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