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/Remind ers 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
			1	

Administration/Teachers/Support Staff Internal Communication						
Type of Communication	Purpose:	Timeline:	Audience:	Person Responsible for Communication:		
Daily Announcements	To communicate between staff	Sent Daily	Admin, Teachers, Staff, Parents, and Students	Administration		
School Email Accounts	To communicate between staff	Checked Daily	Admin, Teachers, Staff, Parents, and Students	Admin, Teachers, and Staff		
Faculty, Staff and Coaches Handbooks	Communicate updates of policies and procedures relevant to staff	Annually	Teachers, Staff, & Coaches	Administration		
Staff Meetings	Open communication with staff	Bi-weekly (Elem)	Teachers	Administration		
Professional Learning Committee (PLC)	Teachers meet to discuss school goals	Weekly	Teachers	Teachers		
Multi-Tiered System of Supports (MTSS)	Teachers meet to discuss and monitor student growth and concerns	Every 6 Weeks	Teachers	MTSS Team		
School Improvement Team (SIT)	Teachers and Administration meet to discuss district goals	Monthy	Administration and Teachers	Administration and Teachers		
School Leadership	To discuss weekly goals and events	Weekly	Admininstration, Counselor, AD, Technology Coordinator, Transportation Director	Admininstration, Counselor, AD, Technology Coordinator, Transportation Director		