



PORTLAND HIGH SCHOOL

Communication Plan

Updated 6.15.2025

The Portland Public Schools' communication plan is crafted to describe the strategies employed by the district to share information with stakeholders. The main points of this plan include: Communication Priorities, Communication Strategies, Website, Social Media, Email Communication Protocols, Internal Communication, and District Branding.

View the PPS communication plan on the website here:

<https://www.portlandk12.org/about/communication-plan>

It is the goal for each building within the district to set and establish day-to-day processes and strategies that fit within the district communication plan. At Portland High School, it is our vision that our communication plan has a foundation in relationships. Our plan focuses on describing these relationships and what are the standards of healthy and productive stakeholder relationships. The PHS communication plan is made up of multiple documents to support our purpose-driven communication and collaboration between our multiple stakeholders. These documents serve as a growing repository of resources. As needs present themselves, additional documents will be produced to support clear communication between parties.

Table of Contents:

1. [Family - School Guide](#): The purpose of this guide is to provide families with tools and information to help guide successful communication with Portland High School.
2. [Employee Communication Guide](#) : The purpose of this guide is to give employees resources and guidance for effective and transparent communication within their day-to-day work. The goal is to create a culture where concerns are promptly addressed, questions are comprehensively answered, and shared goals are achieved through a framework of efficient and formalized communication.
3. [Student School -Work -Life Balance Guide](#): The purpose of this document is to serve as a discussion guide for students as they begin to balance work, sports, extracurricular activities and school work.





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4. [New Family / Student Tour Guide](#): The purpose of this document is to provide a guided tour of the school. This helps both the student/family and the staff member as they ask questions about the facility and the programs that PHS has to offer.
5. [Quality Feedback and Communication Guide](#): The purpose of this document is to provide guidance for instructional staff for proactive student and parent communication and feedback to students on their learning progress
6. [Marketing Guide](#): The purpose of this document is to identify the internal and external marketing strategies for promotion of events or activities.
7. [Administrative Communication Guide](#): The purpose of this document is to showcase the baseline communication avenues for the administration to share information with families and the community.
8. [Student Activity / Club Guide](#): The purpose of this document is to define clubs, describe the process of starting a new club, and outline the communication and approval process for club activities.
9. [Internal Communication Guide](#): The purpose of this document is to guide internal communication between various teams (i.e. department teams).
10. [School Leadership Teams](#): The purpose of this document is to describe the types of collaborative teacher teams at PHS. Each committee will develop their own communication plan based on the district template. [Committee Communication Plan Template](#)
11. [Student Scheduling Process](#)- The purpose of this document is to guide students and parents through the course registration process and scheduling process for each school year. There is a special attention paid to incoming freshmen.
 - a. Parent Letter: [2025-2026 Letter](#)
12. [Senior Local Scholarship Timeline](#)- The purpose of this document is to explain to internal and external stakeholders about the local scholarship process for graduating seniors.
13. [Yearly State Testing Communication](#)
14. **IEP student guide* - The purpose of this document is to inform parents and students of the IEP process at PHS and what the typical support structure is for students with special needs. *Note that this is a guiding document, all students develop individual plans based on their needs and goals with their IEP team annually.*
15. **Budget Process*- The purpose of this document is to inform PHS teachers and staff about the budgeting process and how to acquire funds to support their classroom, their program, and their own professional growth.

**In development*

