

Westwood Elementary
Communication Plan
August 2025

The purpose of the Westwood Communication Plan is to ensure that all stakeholders are kept informed of key updates, goals, events, and changes in a timely manner and in alignment with the district's mission, vision, and strategic plan.

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Mission Statement

The mission of Portland Public Schools, in collaboration with the community, is to provide a safe learning experience so each student feels empowered to meet their full potential.

Vision Statement

We demonstrate Raider PRIDE by working together as a community to inspire lifelong learners.

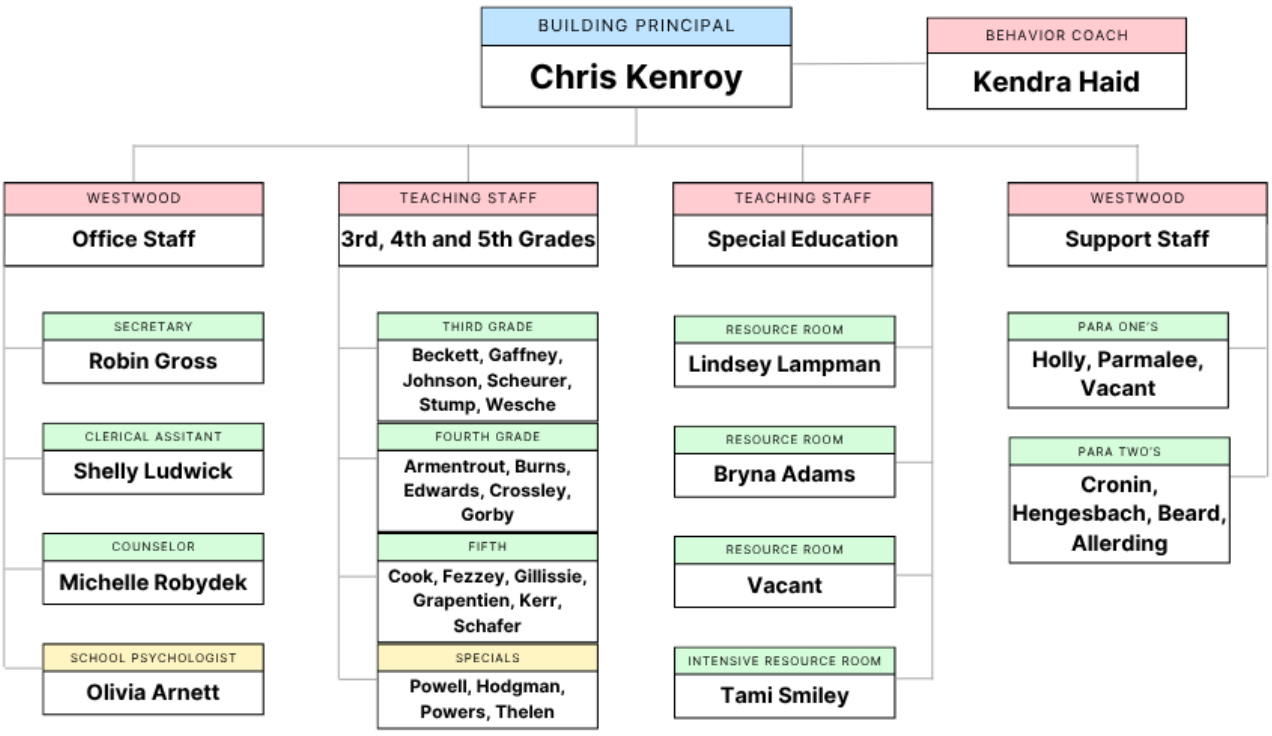


Board Policy

Portland Public School Board has approved several district policies that are directly related to communication. This communication plan is an extension of those policies.

3112 - Board-Staff Communications
5722 School-Sponsored Publications and Productions
7540.04 Staff Technology Acceptable Use and Safety
7540.05 - District - Issued Staff E-Mail Account
7543 - Utilization of the District's Website and Remote Access to the District's Network
7544 - Use of Social Media
7545 - Electronic Communications
9120 - Public Information Program
9130 - Public Complaints

Westwood Organizational Chart



Westwood Point of Contact Progression and Chain of Command

The Point of Contact Progression Chart provides a progression of contacts that can be used to effectively gather information and work through situations. When contacting the school please utilize this progression chart. Building staff will ask and redirect your calls as needed to maintain the integrity of this system.

Topic	1st Contact	2nd Contact	3rd Contact	4th Contact	5th Contact
Classroom/Instruction	Teacher	Principal	Director of Elementary Education	Superintendent	School Board
Academics	Teacher	Counselor	Principal	Superintendent	School Board
Curriculum	Teacher	Principal	Director of Elementary Education	Superintendent	School Board
Behavior/Discipline	Teacher	Behavior Coach	Principal	Superintendent	School Board
Special Education	Case Manager	Director of Special Education	Principal	Superintendent	School Board

Westwood Communication Method Chart

Topic	Website	Phone	Email	Class Dojo	Newsletter
Emergency Alerts	X	X	X		
School Closing	X	X	X		
School News	X		X		X
Classroom News			X	X	X
Academics / Behavior		X	X		
Illness		X			
Attendance		X	X		

The Westwood Communication Method Chart is intended to provide a quick reference to what method of communication the district will utilize based on the type of communication. The information being sent will determine who will receive the information using these methods of communication. All emergency alerts and school closings will be sent to the Emergency Contacts listed for each student in the district's Student Management System (Skyward).

Westwood Committees

School Leadership Team

The school leadership team's goal is to provide guidance, direction, and support for the overall functioning of our school. This team typically consists of the principal, director of elementary education, behavior coach, teachers, counselors, and occasionally a member of the support staff. The specific responsibilities of the leadership team may vary depending on the current needs and priorities of the school, but common objectives include:

Collaborative decision-making: The leadership team works together to make decisions regarding curriculum, instruction, school policies, and other important matters affecting the school community.

Building Strategic planning: They develop long-term goals and plans to improve academic achievement, student well-being, and overall school performance.

Professional development: The team identifies areas for teacher training and development to enhance instructional practices and support student learning.

School culture and climate: They foster a positive and inclusive school environment by promoting respect, equity, and collaboration among staff, students, and families.

Data analysis: They analyze student achievement data, attendance records, and other relevant information to identify trends and areas for improvement.

Communication and outreach: The leadership team communicates with parents, community members, and other stakeholders to keep them informed about school initiatives, events, and progress.

Problem-solving: They address challenges and concerns that arise within the school community, seeking solutions that benefit students and support the school's mission and values.

Overall, the elementary school leadership team plays a crucial role in shaping the direction and success of the school, ensuring that it provides a high-quality education and a supportive learning environment for all students.

Process Champions Team

The process champions team's mission is to help lead Westwood towards the full implementation of Capturing Kids Hearts across all areas of the school. They receive additional training on CKH processes and initiatives, and help implement it all across the building. We meet monthly to problem solve, collaborate and plan for Capturing Kids Hearts implementation. The team also helps with monthly school wide focus projects and community outreach

Student Success Team

A Student Support Team (SST) is a type of school-based MTSS team that focuses on planning targeted interventions for individuals or groups of students. The SST's function and structure are typically the same across the district, The building SST should comprise teachers, counselors, administrators, and other specialists who work together to provide targeted support to students. The team's work includes early identification of student needs and intervention before small issues become larger problems that negatively impact progress. These needs can relate to academic growth, social-emotional learning, attendance, or behavior management. The SST team creates a tailored plan for each student based on their unique needs and monitors student progress toward pre-determined goals. Any student in a school can be given targeted support, not just students in special education settings. SSTs also facilitate cross-functional collaboration between classroom teachers, counselors, administrators, and other specialists. This ensures that no student who needs support goes without this.

Key Takeaways and Next Steps for Successful Student Support Teams

Every student support team is unique in its way but should have common elements to ensure the team achieves success. These key elements include: -

- Setting clear expectations for what it means to be a successful MTSS team member.
- Setting meeting roles and responsibilities and a consistent agenda that focuses on supporting student growth.
- Aligning the team around a collection of district-approved strategies across academics, SEL, and behavior to ensure that students receive interventions that suit their individual needs.

Each team should comprise of 3-4 members. The following must be on the team:

- Principal
- Interventionist or Special Education teacher
- Behavior Coach when needed
- Counselor when needed
- Director of Elementary Education

Grade Level Teams

Westwood grade-level team meetings serve several important purposes with our school. These include but are not limited to:

Collaboration: Grade-level team meetings provide an opportunity for teachers within the same grade level to collaborate and work together on various aspects of their teaching practice. This collaboration can involve sharing ideas, resources, and strategies for effective instruction.

Curriculum alignment and pacing: Grade-level team meetings allow teachers to ensure that their curriculum is aligned across the grade level so that students receive a consistent and cohesive learning experience. Teachers can discuss the pacing of instruction, common learning objectives, and assessment practices to ensure alignment.

Data analysis: Teachers can use grade-level team meetings to analyze student data, including assessment results and progress monitoring data. By examining student performance trends, teachers can identify areas of strength and areas in need of improvement, and adjust their instruction accordingly.

Planning and preparation: Grade-level team meetings provide dedicated time for teachers to plan and prepare their lessons collaboratively. Teachers can discuss instructional strategies, share lesson plans, and brainstorm ideas for engaging activities to enhance student learning.

Professional development: Grade-level team meetings can also serve as a platform for professional development. Teachers can share best practices, attend workshops or training sessions together, and engage in discussions about research-based teaching strategies.

Problem-solving: Teachers can use grade-level team meetings to discuss any challenges or concerns they may be facing in their classrooms, and collaborate on finding solutions. This can include addressing student behavior issues, adapting instruction for students with diverse learning needs, or troubleshooting technology problems.

The grade level team meets at least on time per month in a formal setting, however, meetings can occur more frequently as needed. Overall, grade-level team meetings play a crucial role in promoting collaboration, coherence, and continuous improvement within the elementary school setting, ultimately benefiting both teachers and students. The

Staff Communication Expectations (External)

Staff Communication Expectations (External)				
Strategy	Purpose	Timeline	Audience	Person Responsible
Parent-teacher conferences	Individual meetings to discuss students' progress and academic growth	Once in the fall and once in the spring	Parents	Teachers
Progress reports and report cards	Inform about successes and opportunities for improvement growth	Quarterly or as needed	Parents and students	Teachers
Teacher Newsletter	Update about class news, curriculum, and building happenings	Monthly	Parents	Teachers
Curriculum Nights	Update on curriculum and instruction, and to learn ways to help students at home	2-3 times annually	Parents and students	Director of Elementary Education, Principal, Teachers
Open House	An informational	Annually	Parents and	Principal and

	event to introduce the new school year, meet the teacher, and learn about the new grade-level curriculum protocols and expectations		students	Teachers
Academic and Behavioral(class-managed) Messaging	To inform parents of information specific to their child	As needed	Parents	Teachers
Office Referrals	To inform parents of a major disciplinary infraction	As needed	Parents	Behavior Coach and Principal
Student Support Team Referal and Updates	To inform parents that a referral has been made to the SST, and to provide parents with updates after the meeting(s) take place.	Before referral to SST and after each meeting	Parents	Teacher
Transportation	To inform students of end-of-day changes or route shifts	As needed	Students and Parents	Office staff and teachers
Field Trips	To inform families of educational trips away from the building	Before every field trip	Parents	Teachers
Classroom Media	A required step in the district multimedia guide to inform parents of media that is shown in the classroom	See the district multimedia guide	Parents	Teachers
Student Illness	To inform parents when their child is sick or injured.	When a child needs to be sent home due to injury or sickness.	Parents	Nurse and Office Staff
Student Counseling	To make parents aware that their child has been referred for counseling	Before a child becomes a part of ongoing or group counseling	Parents	Counselor

External Communication Response Timelines

Method	Timeline
Parent Note	1 business day
Phone Call	Same day
Email	1 business day
Social Media Comments	No response

Staff Communication Expectations (Internal)

Staff Communication Expectations (Internal)				
Strategy	Purpose	Timeline	Audience	Person Responsible
Building Leadership Meeting Summaries	To keep all staff informed on building leadership initiatives and decisions	After each meeting	All Staff	Building Principal
Field Trip Request	To gain approval of all field trips. Please make sure to include all costs, times, and the purpose. This should be requested through email.	As soon as possible.	Teaching Staff	Teacher organizing trip
Injury Incident Report	To properly document any injury to staff, students, or visitors	As soon as possible please contact the school nurse and building principal to get the process started	All staff, students, and visitors	Person injured or who witnessed injury (if student or visitor)
Student Support Team Referral	To request assistance and guidance for students who are struggling with	As soon as you suspect a student is struggling and you need assistance.	Teaching Staff	Teacher

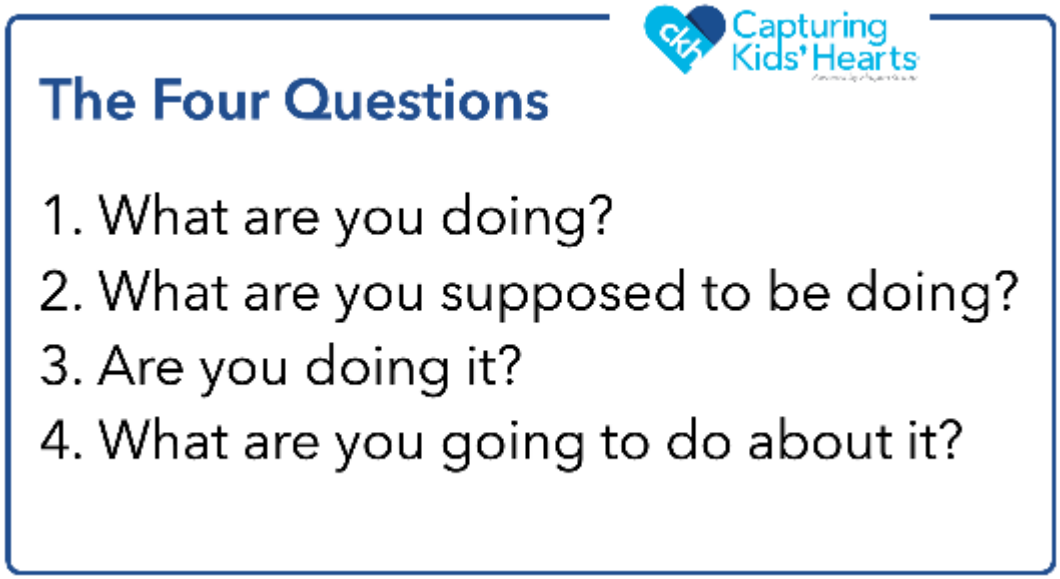
	behavior or academics.			
Thank an Employee	To show appreciation to your fellow PPS employees.	As needed	All staff	All Staff
Transportation Request	To request transportation for a field trip.	After your field trip has been approved by the building principal.	Teaching Staff	Teacher organizing trip
Westwood Weekly	A Weekly newsletter that highlights what is happening at Westwood.	Every Friday	All Staff	Building Principal

Capturing Kids Hearts Communication Expectations

EXCEL Model:
The EXCEL model will be utilized consistently throughout the school environment. It will provide the foundation and development of healthy relationships between staff and students. Please see the EXCEL model below for reference.



Capturing Kids Hearts - Four Questions:
Following the CKH structure and philosophy, the four questions to redirect misbehavior will be used by all staff members.



Parent/Guardian to School Communication

Daily Attendance:
If your student is going to be late or absent from school please call the Westwood office at 517-647-2989, or email the clerical assistant. Please leave a voicemail if someone does not answer the phone. If you are unable to call, please send in a note within 24 hours with your student. Also, if your student has a doctor or dentist appointment, it is always helpful to get a "school excuse" note from their office. These notes should be given to the front office upon return.

Long-Term Absences (3+ days and/or prearranged): If your student is going to be absent for a longer period of time and this is a prearranged absence (vacation, etc.), notification should be made at least one week before the absence.

1. Email the student's teacher and notify the absence of the upcoming absence.
2. Request any work from the teacher that is going to be missed.

Meeting Request:
If you would like to schedule a meeting with your child's teacher or the school counselor, please contact them via email or phone to set up an appointment.

If you would like to schedule an appointment with the building principal and/or behavior coach, please email them or contact the main office to schedule an appointment.

Email:

1. Staff emails can be found on our website - https://ww.portlandk12.org/directory
2. Parents/guardians should email staff with any questions or concerns regarding things pertaining to or happening in the classroom. Contact should be made to building administration if requests to the staff member go unanswered or if concerns are not addressed.

General School Information:
Address:
Westwood Elementary School
883 Cross St.
Portland, MI 48875

Phone:
(517)647-2989

Social Media and Email Expectations

Social Media:

At Westwood, we currently utilize Instagram and X (formerly known as Twitter). The main purpose of these two social media platforms is to showcase student learning and work as it takes place throughout the school year. We also utilize social media to update the school community about upcoming events.





Email Expectations:

Email is a highly used and efficient method of communication within the building. It is a great tool to share information with various stakeholders. It should be understood that email is not an immediate response form of communication. It is our practice that email will be responded to within 1 business day.