

Section 6: Communicating the Plan

5. Establish consistent structures for monitoring implementation at the school level (e.g., quarterly reporting, benchmark meetings).

Communication Plan		
Stakeholder Group	Plan for Communicating	Timeline
Teachers	Faculty meetings, PLCs, email updates, collaboration cycles	Monthly
School Literacy Team	Literacy meetings and implementation reviews	Monthly
Families	Open House, conferences, newsletters, website updates, social media	Monthly and Quarterly
School Board/Community	School reports, presentations, public updates	Quarterly, posted on school website
Students	Goal-setting conferences and progress monitoring discussions	Each grading period