

Woodland Elementary School Comprehensive Communication Plan

Goal: To develop and nurture two-way communication within Woodland Elementary School through a variety of methods.

Actions/Tasks	Tools/Methods	Person(s) Responsible	Completion Date	Measurement
Publish an employee handbook to communicate policies, procedures, expectations, and plans for upcoming school year	Distribute at first staff meeting and reference throughout the school year	Dr. Tracey Crowe	July 1 st of each school year	Woodland Employee Handbook
Publish an employee newsletter	Publishing Principal's FYI memo sent via school email with extra copies in office	Dr. Tracey Crowe	Weekly	Copies of FYI memos
Provide a central location for school/staff communication	Mailbox room Master calendar posted Communication Bulletin Board	Dr. Tracey Crowe Mrs. Berry	By July 1 st of each school year	Copy of Master Calendar
Use District Email System	Provide email addresses for faculty and staff Use email for daily announcements, reminders and to seek feedback from staff	Dr. Tracey Crowe Mrs. Williams All Staff	Ongoing	Online memos Online surveys, reminders, announcements
Provide opportunities for staff to meet in groups for goal setting, problem solving, and staff development	Faculty meetings Grade level meetings Goal committee meetings Site-based decision making team meeting Vertical team meeting	Dr. Tracey Crowe Committee Chairs	Ongoing	Meeting minutes
Provide opportunities for staff to request assistance and/or share suggestions and concerns	Maintenance and Technology Requests Suggestion Box Requests for assistance with at-risk students Informal meetings with staff member responsible for the particular area of need	Troy Anderson Heather Williams Dr. Tracey Crowe Woodland Staff	Ongoing	Copies of requests and suggestions

Actions/Tasks	Tools/Methods	Person(s) Responsible	Completion Date	Measurement
Provide opportunities for staff to acknowledge, recognize, and appreciate other staff members	Co-worker recognition system "You Are An Essential Piece" Box and Cards	Dr. Tracey Crowe Woodland Faculty and staff	Begin March 1, 2007 Ongoing	Recognition statements Awards
Provide opportunities for students to ask questions, make suggestions, express concerns, share commendations and compliments	Notes to teachers/principal/staff Suggestion box Happy visits to the office Class meetings Teacher/student conferences Principal/student conferences	Dr. Tracey Crowe Woodland faculty and staff	Ongoing	Notes from students Suggestions Conference requests
Disseminate confidential student health information to all staff members responsible for supervising students	Nurse will create a confidential list of students emergency medical needs(allergies, asthma) for teachers	School nurse Dr. Tracey Crowe	Before school begins each year Update during school year	Copies on file in office and classrooms
Create processes and procedures for obtaining updated student information	Requests for updated student information from parents and teachers	Mrs. Berry Mrs. Simmons	Ongoing	Number of updated student records
Publish school crisis plan	Review plan regularly during staff meetings Practice Emergency Drills Copies are given to all employees and kept in a central location in each classroom	Mrs. Lawson Dr. Tracey Crowe	By July 1 st of each school year	Copies on file in each classroom, work area, and office Emergency drill documentation

Goal: To expand our two-way communication with families and the community in order to provide the best possible education for all students.

Actions/Tasks	Tools/Methods	Person(s) Responsible	Completion Date	Measurement
Develop and Maintain Woodland School Website	Woodland Website (update weekly)	Heather Williams	Ongoing	School Website
Publish student handbook	Distribute to families at the beginning of the year Discuss during initial meetings with the classroom teacher	Dr. Tracey Crowe	July 1 st of each school year	Copy of handbook
PTA "Welcome to School" packets	Includes copy of school calendar, student handbook, school system handbook, PTA officer contact information, and important forms	PTA president and secretary	Beginning of school year	Copy of packets
Publish School-Wide Newsletters	FYI from Mrs. O'Hare, Family Bulletin, "Home & School Connection" Special Area Teacher Newsletter	Dr. Tracey Crowe Special Area Teachers	Ongoing	Copies of newsletters
Publish PTA Newsletter	PTA Newsletter	PTA	Ongoing	Copies of newsletters
Provide communication bulletin boards and suggestion box at front entrance and Educare entrance	Communications board and suggestion box	Kathy Berry	Ongoing	Copies of written communication and suggestions
Develop and maintain teacher Quia websites	Internet	Teachers	Ongoing	Individual Websites
Publish Classroom Newsletters	Teacher Newsletters	Teachers	Weekly	Teacher Newsletters
Utilize school sign to publicize special events and important dates	Change messages regularly	Troy Anderson	Ongoing	Messages on sign

Actions/Tasks	Tools/Methods	Person(s) Responsible	Completion Date	Measurement
Continue to implement programs that develop and strengthen positive relationships between school staff, students, parents/guardians, and community members	PTA meetings with special programs Daughters Night Out Movie Night Pizza night Intersession	Janie Simmons PTA President Penny Recee	Ongoing	Copies of event communication Short Questionnaires after events
Contact local media and Central Office with newsworthy stories	Stories for "The Comment"	Heather Williams Dr. Tracey Crowe	Ongoing	News stories
Provide opportunities for families and community members to request assistance, share suggestions/concerns, discuss student progress, share commendations and messages of appreciation	Suggestion box Assistance requests from the Family Engagement Committee and Family School Coordinator Questionnaire/opinions Conference requests Parent/Teacher conferences Parent/Principal conferences	Janie Simmons Teachers Dr. Tracey Crowe	Ongoing	Documentation of communication
Provide continuous written information to families related to student achievement and student assignments/expectations	Notebook journals Assignment notebooks Wednesday Packets (school work) Mid-Term Reports Think Link PAS Test Results (2-5) Results of Palm Pilot Reading Evaluation Accelerated Reader Reports Success Maker Reports			Documentation of communication
Continue to develop and encourage two-way communication with all parent/guardians	Provide email addresses, conference/planning time Assignment notebooks Communication Journals			Documentation of communication

Actions/Tasks	Tools/Methods	Person(s) Responsible	Completion Date	Measurement
Identify the chain of command for resolving issues or concerns as identified in the parent-pupil handbook, school website, and in school newsletters	<ol style="list-style-type: none"> 1. Talk with child 2. Talk with teacher 3. Talk with Principal 4. Talk with central office administrator 	Mrs. Woods Teachers Central Office Administrators	Ongoing	Number of contacts to teachers, principal and office regarding school-level concerns/issues