Woodland Elementary School

Comprehensive Communication Plan

Goal: To develop and foster ongoing communication through multiple communication methods.

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| Actions | Methods | Person/s Responsible | Completion Date | Measurement |
| Publish an annual faculty handbook to communicate policies, procedures, and expectations for the upcoming school year. | Distribute during beginning In-Service and reference t/out the SY | Principal Karen Reach | August 1st of each SY | Woodland Elementary School Faculty Handbook |
| Publish a weekly Monday Message/Newsletter and share with all staff members | Weekly Monday Message shared via school email | Principal Karen Reach | Monday of each week | Weekly Monday Message/Newsletter |
| Publish a bimonthly newsletter for all Woodland families | Hard Copy Newsletters distributed through biweekly WED folders | Principal Karen Reach and  Administrative Assistant Dawn Cox | First and third Wednesdays of each school month | Newsletters – hard copies for all students |
| Update Team W families as needed with phone messages, emails, and text alerts | School Messenger – our district messaging system | Principal Karen Reach | As needed for updating Team W Families | School Messenger:  Automated phone calls, emails, and text alerts |
| District Email System | Provide email addresses for all staff members;  Use email messaging for daily announcements and to seek feedback from all staff members | Principal Karen Reach  Technology Coordinator Chris Prillhart | Ongoing | Email Verification |
| Provide a central location for school/staff communication | Mailbox room and master calendar via Outlook Express | Principal Karen Reach  Administrative Assistant Kathy Berry | Ongoing | Outlook Express Master Calendar and hard copies in our mailroom |
| Provide opportunities for staff to meet in groups for goal setting, problem-solving and staff development | Faculty Meetings  Grade Level Meetings  Committee Meetings  Leadership Team Meetings  Vertical Team Meetings | Principal Karen Reach and Committee Chairpersons | Ongoing | Meeting minutes |
| Provide students with information access and seek new ideas through our Student Council | Student Council Meetings | Principal Karen Reach  Student Council Sponsors/  Grade 3 and 4 Teachers | Ongoing | Meeting minutes |
| Provide parents with information and seek new ideas through our Parent Advisory Council | Parent Advisory Council Meetings | Principal Karen Reach  Leadership Team Members | Ongoing | Meeting minutes |