



## PARENT-TEACHER/COACH COMMUNICATION GUIDELINES

### PARENTSQUARE

**Posts** – In general, ParentSquare should be used for all-school communications and by athletics or extracurricular coordinators.

- Posting Schedule
  - Monday – Athletics
  - Tuesday – HR, iFYI (all-school info & upcoming dates)
  - Wednesday – Grammar, GCL
  - Thursday – Geneva Booster Club, Development, Advancement
  - Friday – Pinion & Quill, Logically Speaking, Grammar weekly updates
- The information parents need should be in the weekly newsletters as much as possible. Extra information about classroom specific plans should be announced in class and should be found in FACTS (formerly RenWeb) lesson plans.
- Outside of the planned weekly newsletters/set communications, teachers, group coordinators and coaches should not post on ParentSquare more than twice a semester unless it is specific for a change in a game time/place, field trip or a one-off upcoming special event or announcement.

**Messages** – Should be used by parents to communicate with each other or for praise or encouragement to a teacher or parent. Messages about students being sick or needing help should be sent directly to the teacher or administrators' e-mail address.

### FACTS (FORMERLY KNOWN AS RENWEB)

**E-mail** – This should be used by teachers for direct/individual communication to parents regarding class/team performance/behavior—grades, conduct, encouragement and/or scheduling a face-to-face meeting.

**Lesson Plans** – Updated weekly for Grammar, Logic and Rhetoric

- Lesson plans should be up-to-date for the upcoming week and as specific as possible to assist when students are absent or to give any needed reminders about upcoming assessments/projects.
- If deviation needs to take place (which it will), teachers should do their best to clearly communicate the change in the classroom with their students and if possible, the change should be updated in FACTS (formerly RenWeb) lesson plans. As much as possible, changes to lesson plans shouldn't be posted on ParentSquare or parent emails (mainly in RS, but also in LS). This helps students by creating a predictable environment and encourages them to take ownership of their classwork.

### GROUP-ME OR MESSAGING APPS (ONLY RHETORIC)

- Any other forms of communication are reserved for Rhetoric coaches or leaders of classes/activities that need to communicate with each other more frequently. If an app is used as the main source of communication, then the coach/leader needs to check that all students are represented by either the student or a parent.
- Students do NOT have their phones during the school day and are not encouraged to check them multiple times when away from school, so any announcements should be given with 24 hours advance notice. The only exception to this would be weather or unforeseen circumstances.