



COMMUNICATION GUIDELINES

PARENTSQUARE

ParentSquare should be used only for all-group communications. Anything student or classroom-specific should be communicated via FACTS email or FACTS lesson plans.

- **Schedule**

MONDAY	Athletics Only – no changes to protocol
FRIDAY, 12:55pm	GS grade-level newsletters, All non-Headmaster posts (select “do not notify”)
FRIDAY, 1:00pm	Headmaster Newsletters–posts with notification
TUESDAY, 12:55pm	Any post for all-school that is not <i>The Landing</i> (select “do not notify”)
TUESDAY, 1:00pm	<i>The Landing</i> –posts with notification

- **Posting Options**

- Consider whether your communication needs to be its own post at all. In many cases, your note can be brief enough that it can be included in its entirety as an item in the headmaster's weekly newsletter.
- Create your post as you normally would; however,
 - Under "Notification Options" at top right, select "Do not notify."
 - Schedule your post for Friday at 12:55pm.
 - Copy the link (to your post) and send the link to your headmaster by their designated deadline to be included in their weekly newsletter.
 - Parents will receive a notification only when the headmaster's weekly newsletter posts

- **ParentSquare Messaging**

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' email address.

FACTS

Communications (Create Email Message) – This should be used by teachers for direct/individual communication to parents regarding a student’s 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, teachers should do their best to clearly communicate the change **in the classroom** with their students and as soon as possible, the change should be updated in FACTS lesson plans. Changes to lesson plans should NOT be posted on ParentSquare or parent emails if at all possible (mainly in RS and increasingly in LS). This creates a predictable environment for students and encourages them to take ownership of their classwork.

GROUP-ME OR MESSAGING APPS (ONLY RHETORIC)

- Other forms of communication are reserved for Rhetoric coaches, teachers or leaders of 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.