



COMMUNICATION GUIDELINES

GOAL

To provide clear, cohesive and consistent communication to parents, faculty and staff.

PARENTSQUARE

ParentSquare should be used only for all-group communications. Any communication, student or parent, that is classroom-specific, should be communicated via FACTS email or FACTS lesson plans.

SCHEDULE

MONDAY	Athletics Only – no changes to protocol
FRIDAY, 11:50am	GS grade-level newsletters, all non-headmaster posts (select “do not notify”)
FRIDAY, 11:50am	Any post for all-school that is not <i>The Landing</i> (select “do not notify”)
FRIDAY, 11:55am	Headmaster newsletters–posts with no notification
FRIDAY, 12:00pm	<i>The Landing</i> –posts with notification

POSTING OPTIONS

- Consider whether your communication needs to be its own post at all. In most cases, your note can be brief enough that it can be included in its entirety as an item in the headmaster's weekly newsletter. This helps to streamline communications.
- Create your post as you normally would; however,
 - Under "Notification Options" at top right, select "**Do not notify.**"
 - Schedule your post for Friday at 11:50am.
 - 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 Landing* posts

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. The change should be updated in FACTS lesson plans as soon as possible. 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 strategy 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 a parent.
- Students are not allowed to have cell phones on campus during the school day or at school sponsored events. Parents are strongly encouraged to not give their students cell phones so teachers may not use cell-phone dependent communication.
- If contacting a Rhetoric student and/or parent, use FACTS to email them a message.
- Use in-person communication to students during the school day.

