

# Communication



## Springport Public Schools Communication Plan



Effective communication is essential in maintaining and enriching the positive working relationships between the faculty/staff, parents, students, and community members of Springport Public Schools. This written communication plan clarifies and supports the school's mission, beliefs, and priorities. Also, it is used to effectively monitor and evaluate the effectiveness of Springport Public School's communication measures, improve outreach opportunities in the school community, and broaden the school's support base. The written communication plan of Springport Public Schools serves as a synopsis of the school's efforts in promoting healthy school/home/community relations and provides feedback to the stakeholders about the effectiveness of our programs and solicits feedback for improvement.

### Goals

- ★ Provide opportunities for school involvement by stakeholders: faculty, staff, students, parents, and community members.
- ★ Nurture two-way communication with stakeholders.
- ★ Provide a family friendly atmosphere.
- ★ Promote a positive and supportive environment for stakeholders.

#### ★ Goal 1:

**Provide opportunities for school involvement by stakeholders: faculty, staff, students, parents, and community members.**

Objective- Provide parent satisfaction with the school learning environment and home-school relations will increase.

Strategies	Responsible Party	Timeline
The District Curriculum Council/School Improvement/Professional Learning Teams meet monthly during the school year. The members assist the principal in writing the school improvement plan, monitor and evaluate the plan's goals, and report school progress in the annual school report card.	Teachers/Principal	Monthly
The Parent Teacher Organization meets every other month during the school year. It offers opportunities for involvement of all stakeholders. Communication regarding PTO sponsored events and activities are sent home with students and provided to parents digitally.	PTO Officers	Monthly

A volunteer gathering is held during the year to promote parent involvement. Volunteers are recognized throughout the year and specifically at the Volunteer Recognition dinner.	All Staff	On-Going
--	-----------	----------

★ **Goal 2:**  
**Nurture two-way communication with stakeholders.**

Objective--Parent/teacher/student satisfaction with home/school communication will increase.

<b>Strategies</b>	<b>Responsible Party</b>	<b>Timeline</b>
School tours are available upon request.	Principal	On-going
School and district web sites keep stakeholders informed of school news and events and list web addresses of school personnel.	Web Master	On-going
Faculty and staff members maintain e-mail addresses and check e-mail messages daily to maintain communication with stakeholders.	Principal	On-going
An "Alert Solutions" phone system promotes two way communication between all stakeholders.	Principal	On-going
Visitors sign in upon arrival and wear identification during the visit.	Office Personnel	On-going
Monthly menus are available in the main office and on the school web site at the beginning of each month.	Web Master Office Personnel	Monthly
Communication is sent to the stakeholders via school notes, e-mail, Remind 101 (text messaging), Parent Portal, Alert Solutions Global Calls, Facebook, Springport's website, and individual staff email/webpages.	Principal Building/District Secretaries	On-going
Teachers maintain parent contact logs.	Teachers	On-going
Parent/teacher/student conferences are conducted twice and then on an as-needed basis throughout the year.	Principal Teachers	On-going
The school's Annual Report is published and shared with stakeholders.	Principal	On-going
The school distributes information digitally and by print to promote communication and interaction.	Principal	On-going
Walkie-talkies are used by Secretaries/Playground Personnel/Office staff to aid in communication and to promote a safe working environment.	Principal Office Personnel	On-going
Teachers maintain a current assessment portfolio with pertinent student data.	School Leadership Team	On-going
The school maintains current records on students and parent contact information that can be assessed by staff members.	Office Staff	On-going
A school faculty and staff handbook is updated and distributed at the beginning of the year to faculty and staff members.	Assistant Principal	Annually

Faculty meetings are held weekly to facilitate open communication between the faculty, staff, and community.	Principal	Weekly
School morning announcement program conducted by Staff/student members which communicates important events, reinforces character traits and highlights student success.	Staff/Students	Daily
Weekly and Monthly grade level and/or subject area meetings are held for collaborative planning incorporating best practices with the curriculum coach and administrators.	Administrative Team	Weekly/Monthly
An automated phone system updates parents and school personnel of important events, notices, etc.	Principal/Office Staff	On-going
The school makes every attempt to communicate with parents and students in their native language.	Administrative Team	On-going
Faculty members attend school, district, state meetings and conferences to share effective teaching practices.	Principal	On-going
Office personnel keep an up-to-date staff directory with pertinent personal information to facilitate communicate outside of school.	Office Personnel	On-going
Teachers send home interim student progress reports and report cards with comments.	Administrators	On-going

★ **Goal 3:**  
**Provide a family friendly atmosphere.**

Objective--Ensure an open door policy and treat all stakeholders in a respectful and kind manner.

<b>Strategies</b>	<b>Responsible Party</b>	<b>Timeline</b>
School office personnel greet visitors with a friendly attitude and offer prompt assistance.	Office Staff	On-going
In-coming phone calls and e-mails are answered in a timely manner.	Principal	On-going
School administrators have an open door policy and meet with parents as soon as possible.	Principal	On-going
School literature is available in the main office.	Principal	On-going
Administrators work with the School Climate Committee to promote a positive image of the school and address issues as they arise.	Principal/Teachers	On-going
Recognition activities are planned and ongoing throughout the year to positively promote student, faculty, staff, and volunteer's efforts.	Principal/Teachers	On-Going/Quarterly
Maintenance staff members monitor and plan improvements to the appearance of the facility and grounds to maintain a warm, welcoming atmosphere.	Maintenance Staff	On-going
The principals conduct a school orientation at the beginning of the school year with each homeroom.	Principal	Annually
The school makes available "team shirts" for all stakeholders at a minimal rate.	Staff/Coaches/Group Leaders	On-going

Stakeholders will participate in school-wide activities such as: Fall Carnival, Open House, Academic nights, , etc.	Administrators	On-going
Stakeholders will volunteer at school and in school sponsored activities to assist teachers and students, (reading tutors, chaperones, etc.)	Teachers/Grade Level Advisors	On-going

★ **Goal 4:**  
**Promote a positive and supportive environment for stakeholders.**

Objective-- Promote a caring environment and one that recognizes the accomplishments of the stakeholders.

<b>Strategies</b>	<b>Responsible Party</b>	<b>Timeline</b>
The school recognizes outstanding faculty and staff members monthly and annually.	Administrative Team	Monthly
A school crisis plan is in effect and updated annually at the beginning of the school year by the school crisis team.	School Crisis Team Chairperson	Annually
The school facilities are available for use by community members and organizations for meetings, gatherings, and celebrations.	Superintendent/Principal	On-going
Community and school ball teams conduct team practices on the school grounds during the school year.	Principal	On-going
The school promotes and provides opportunities for involvement in healthy activities by the stakeholders.	Staff Members	On-going
Quarterly and end of the year celebrations are held to highlight student achievement and accomplishment.	Principal/Teachers	Quarterly
Bulletin boards and displays throughout the building features student work, pictures, and achievements.	Administrative Team/Teachers/Staff	On-going
Faculty and staff members attend school activities and events.	Principal/Staff	On-going
A Student Assistance Team meets regularly (Usually monthly) to devise and monitor intervention plans for students needing academic assistance and social behavior support.	Principal/Counselors/Teachers	On-going
Faculty and staff members serve on school-based committees and participate in professional learning communities.	Principal/Staff	Monthly
Springport's rising sixth graders attend a middle school orientation during the spring of the year. Rising 8 <sup>th</sup> graders will attend a HS orientation.	Guidance Counselor/Related grade level teachers	Annually
A home/school compact is initiated at the beginning of the school year outlining the parents/teacher/student roles and responsibilities to promote student success for the current school year.	Grade Chairs	Annually

The guidance counselor conducts small group and individual counseling sessions with students.	Guidance Counselor	On-going
School Health/Wellness Committee meetings will be held to promote safe and healthy lifestyles, review progress on initiatives and to monitor the school's adherence to federal guidelines.	Wellness Chair	Every two months/Quarterly
The curriculum coach works with classroom teachers to improve teaching and learning for adults and students, provide resources, and arrange release time for peer observations.	Principal	On-going
The district participates in the Breakfast in the Classroom program which supplies breakfast for all students and classroom teachers in need.	Food Supervisor	On-going
The Title One Parenting Coordinator will man the Parent Resource Center and assist parents in obtaining and using resources for their students.	Title I Parenting Coordinator	On-going
The School Leadership Team will evaluate and implement changes based on feedback from the suggestion box, on-line surveys, and on-site surveys.	School Leadership Team	On-going
Special At-Risk Interventionists and volunteers provide extra support for at-risk students on a consistent basis.	Administrators	Daily
Reading interventionists will assist students reading below grade level.	Administrators	On-going
Community resources are posted on the school website to assist stakeholders with specific needs.	Webmaster	On-going