The superintendent receives regular reports of student academic accomplishments to use in reports to the board.

The superintendent receives regular reports about parents and community members that are involved in school programs/activities.

The superintendent receives regular reports about students are involved in the community.

Teachers and students are asked to report about these activities/programs at school board and community group meetings.

Selected programs/activities were publicized:
- In school newsletters
- On the school=s Web site
- On reader boards
- During school events, e.g., open houses, conferences, printed music/drama/athletic event programs
- Through e-mail
- In communication with residents in our attendance area
- In presentations for community groups
- Through the local media

Staff set annual goals to expand/improve communication efforts.

Each school and department has been asked to complete an inventory of their current communications by ___________.

The completed inventory lists all the ways our school currently communicates with:
- Staff
- Students
- Parents
- Residents in our attendance area
- Community groups
- Senior Citizens
- Other community members

In completing the inventory staff have discussed:
- Topics currently included in individual classroom and building communications
- Types of communication used for classroom and building communications
- Changes in attendance area demographics that impact communication

The inventory includes lists of programs/activities to publicize that show:
- What students are accomplishing
- How parents and community members are involved in that education
- How students are involved in the community

Inventory results were reported to the board _________________.

Use the following checklist to review your current communications and develop your plan to make sure you are letting parents, your staff and other community members know:

- What students are accomplishing;
- How parents and community members are involved in that education; and
- How students are involved in the community.

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