

PRINCIPALS:

CHECK YOUR COMMUNICATIONS

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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| <ul style="list-style-type: none"><input type="checkbox"/> Each school and department has been asked to complete an inventory of their current communications by _____.
<i>(date)</i><input type="checkbox"/> The completed inventory lists all the ways our school currently communicates with:<ul style="list-style-type: none"><input type="checkbox"/> Staff<input type="checkbox"/> Students<input type="checkbox"/> Parents<input type="checkbox"/> Residents in our attendance area<input type="checkbox"/> Community groups<input type="checkbox"/> Senior Citizens<input type="checkbox"/> Other community members<input type="checkbox"/> In completing the inventory staff have discussed:<ul style="list-style-type: none"><input type="checkbox"/> Topics currently included in individual classroom and building communications<input type="checkbox"/> Types of communication used for classroom and building communications<input type="checkbox"/> Changes in attendance area demographics that impact communication<input type="checkbox"/> The inventory includes lists of programs/activities to publicize that show:<ul style="list-style-type: none"><input type="checkbox"/> What students are accomplishing<input type="checkbox"/> How parents and community members are involved in that education<input type="checkbox"/> How students are involved in the community<input type="checkbox"/> Inventory results were reported to the board

<i>(date)</i> | <ul style="list-style-type: none"><input type="checkbox"/> The superintendent receives regular reports of student academic accomplishments to use in reports to the board.<input type="checkbox"/> The superintendent receives regular reports about parents and community members that are involved in school programs/activities.<input type="checkbox"/> The superintendent receives regular reports about students are involved in the community.<input type="checkbox"/> Teachers and students are asked to report about these activities/programs at school board and community group meetings.<input type="checkbox"/> Selected programs/activities were publicized:<ul style="list-style-type: none"><input type="checkbox"/> In school newsletters<input type="checkbox"/> On the school=s Web site<input type="checkbox"/> On reader boards<input type="checkbox"/> During school events, e.g., open houses, conferences, printed music/drama/athletic event programs<input type="checkbox"/> Through e-mail<input type="checkbox"/> In communication with residents in our attendance area<input type="checkbox"/> In presentations for community groups<input type="checkbox"/> Through the local media<input type="checkbox"/> Staff set annual goals to expand/improve communication efforts. |
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