

A school system's communication plan should include plans for communicating with families, school system staff, school building leaders, and school faculty and staff.

Develop a communication plan with **families** regarding:

- The role of school leaders and frequency for school updates for families;
- Integration of academic and nutrition messaging to make these seamless for families;
- Their child's special education and related services. During a school closure, special education and related services may be impacted, and parents must understand what this means for their child during the school closure and when the child returns to school.

Develop and communicate expectations for **principals** regarding:

- Communication with teachers (frequency and focus);
- Setting expectations with teachers and monitoring instructional progress;
- Gathering feedback from teachers to inform real-time improvement to systems and structures, and for ongoing problem-solving.

Ask **Principals** to develop and communicate expectations for **school staff** regarding:

- Where and when they work;
- Their role in facilitating digital or packet-based instruction and a regular engagement plan with students;
- Grading and feedback to students;
- Support with information systems or other reporting requirements;
- Tracking student progress and identifying content/access gaps;
- How educators, including general education, special education, and paraprofessionals, will support access to instruction for students with disabilities. This includes access to instructional materials as well as accommodations/modifications.