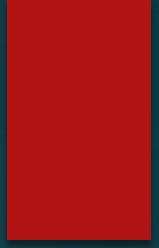




# Sample ABC High School Communication Plan

# Communication Committee



## Initial Communication

- ▶ Plans for reopening
- ▶ Expectations
- ▶ Meals
- ▶ Logistics (drop off/ pick up, temperature checks, etc.)
- ▶ Share office hours and contact information for teachers and staff

## Regular Updates

It will be the responsibility of the communications committee to update all media platforms with any logistical changes at school as well as regular Covid19 updates.

- ▶ Stakeholders will rely on these updates and easily access information about the school on a regular basis.
- ▶ The committee, including the principal, will meet on Wednesdays from 2:00-3:00 p.m. to discuss student, parent, and staff communications via Zoom.
- ▶ All communications released to the public will be approved by the principal.

# Distance Learning Communication Plan

In the event that our school moves to a distance learning platform we will implement the following communication plan:

- ▶ Wellness checks
- ▶ Parent contact
- ▶ Systematic feedback on student learning
- ▶ Weekly virtual staff meetings

## **Acceptable means of contact:**

- ▶ Students: virtual platform (i.e. Google classroom), phone calls, Zoom calls
- ▶ Parents: phone calls, email, text messages, Zoom calls, conferencing lines ([www.freeconferencecall.com](http://www.freeconferencecall.com))

# Wellness Checks

- ▶ Conduct wellness calls on Wednesdays and Fridays
- ▶ Use the Google spreadsheet provided to log calls and notes
- ▶ Forward areas of concern to the school counselor and principal
- ▶ Use the sample scripts provided and refrain from sharing personal information



# Parent Contact

- ▶ Make contact with parents on Tuesdays
- ▶ Use the Google spreadsheet provided in order to document and take notes
- ▶ Share assignments and expectations for the week
- ▶ Share student progress from the previous week
- ▶ Share any concerns from parents with the principal

# Systematic Feedback on Student Learning

- ▶ Post weekly assignments on Mondays
- ▶ Make contact with students on Mondays in order to offer clarification on the week's assignments and to foster two-way communication with students
- ▶ Check students' work and progress on Wednesdays and Fridays and provide feedback

Regular and special education teachers will collaborate on Fridays in order to discuss student progress and areas of concern.

# Weekly Virtual Staff Meetings

- ▶ Be prepared with data collected and reports
- ▶ Meet via Zoom or conference call every Monday at 2:00 p.m.
- ▶ Provide updates on Covid-19
- ▶ Discuss areas of concern

All staff members are encouraged to reach out to school administration on an individual basis as needed.