

Edgewood's Parent Communication Plan 2018-2019

School-wide Sessions at Edgewood (Tier 1)

<u>Syllabus, Grading plan & Website Setup</u>	*Anytime in August
○ 3 hours	
<u>Student and Family Picnic</u>	*08/27/18 (3:30 PM-7:30 PM)
○ 4 hours	
<u>STEAM Showcase</u>	*Public display of student work
○ 2 hours- TBD	

Individualized Support for All Families (Tier 2)

- School-Wide Communication Nights – All Staff On-Site (17.5 hrs.)
 - 10/04/18 [4:00 – 7:30pm] *Communication hrs/ LEC info session in LMC
 - 11/01/18 [4:00 – 7:00pm] *Scheduled parent meetings (by appt. only)
 - 11/29/18 [4:00 – 7:30pm] *Communication hrs/ Explore info sessions in LMC
 - 01/29/19 [4:00 – 8:00pm] *Scheduled parent meetings (by appt. only) 4:00 – 5:30pm Information Night (6:00 – 8:00pm)
 - 03/07/19 [4:00 – 7:30pm] *Communication hrs/LEC- upcoming year
- Proactive/on-going Communication Hours (9.0 hrs.)
 - Updated Teacher Website
 - Communications/Office Hours Displayed
 - Way for parent(s) to get in contact with teacher (email/telephone#)
 - Syllabus
 - Responding to any parent emails/phone calls within 24 hours (during the week only)
 - Communication (Office) Hours
 - Individual teacher – parent/student meeting
 - Student(s) staying after school with teacher to complete missing work
 - Grades updated regularly
 - Communicating with parent(s) when students are below “C” or a significant drop in their normal grade (i.e. “B” to “D”)
 - Communicating with parent(s) when their student is missing work
 - Schedule changes
 - Positive Contacts/Student of the Month/Good News Cards
 - Specialty Night (content area focus)

Support for Students with Higher Needs (Tier 3)

- Team Specified Interventions (5.0 hrs.)
 - Team meetings for students & families of highest concern
 - Individual teacher – parent/student meeting
 - Plan for any student receiving an “I” at the end of the quarter
 - SIT & IEP meeting

Guidelines for Edgewood's Communication Hours for 2018-19 School Year

1. Best time to contact teachers, possible appointment scheduling options, and school-wide common nights are posted on your individual website.
2. Please continue to communicate with families as needed to continue fulfilling our Equity Promise.
3. No surprises for Parents! Use multiple forms of communication ☺