

Fall and Winter 2008 Highlights...

In the plan below we have created a Quarterly Update column to include many of the recent activities. Also, it should be noted that this year the schools are conducting the NEASC accreditation process (New England Association of Schools and Colleges Standards for Accreditation). As part of this process a great deal of communications, above and beyond the items in this plan, will be taking place. In addition, following are recent priorities:

1. Community Input & NEASC

Both schools are frequently soliciting input from parents – e.g. report cards at the RJH, art, music and foreign language at RES, Coffees with the Principal, PAC, etc.

Extensive community input has begun as part of the NEASC process accreditation process. A variety of representative from different stakeholder groups within the community are providing input to better understand how the schools do (and should) operate.

2. Electronic Communication

Both schools are now actively using e-mail and automated phone-messages to communicate on a regular basis with families. This is working well at both schools and we have received positive feedback from parents. Paper announcements are infrequent.

RES is now in the second year of using the automated cafeteria system. When a balance is low or depleted the system generates a letter to parents. Therefore we have very few “monies owed”. It benefits all. Parents can also tell if their child is getting seconds, buying ice cream, etc.

Photos are regularly displayed in the lobby of RES to share wonderful projects with the community as they enter the school. Photos are taken by staff and also parents.

3. Community Communication

The schools are now faxing newsletters and notices to library, town hall, police dept., fire department and transfer station.

4. Student Feedback

The schools are analyzing the results of the My Voice survey -- three staff at RES are attending workshops to make an action plan and to present to RES staff.

School District Communications Goal:

Formalize informational (one way) and interactive (two way) communications strategies and communicate those strategies to stakeholders (teachers, parents, School Board, etc).

Per this goal, the following document outlines the communications strategies for the Rye School district. Our vision for communications is to:

1. Provide different communication mechanisms to keep all stakeholders informed.
2. Not over-burden the schools/district in a way that is a detriment to the education of the children.
3. Consider all stakeholders and facilitate communications between them.
4. Get feedback from stakeholders so that we can continuously improve children's education.

Strategy:

School to Parents

Strategy / Action	2 - way	Admin/ Teacher	School	Status	Frequency	Quarterly Update
Automated Calling System		A	Both	In process	As needed	Has been implemented in both schools.
New Phone System	√	A, T	RES	Complete	As needed	The new system is working well at RES. Teachers are not notified when they have a message.
Email Distributions including notices previously sent in backpacks		A, T	Both	Purchased MMS	As needed	Fully implemented in both schools.
Website(s) . Teacher / Class pages: - how to communicate with them - weekly homework . Posting flyers on Website . Team/Grade Level pages . Daily Announcements . Staff Listing . Events & Activities . Calendar . School Handbook		A, T	Both	In process	As needed	
Paper Distribution: sending notices to families not on e-mail distribution list			Both	Ongoing	As needed	Only a few parents have opted for paper.
Principal Newsletter (e-mail and paper distribution)		A	Both	Ongoing	2 per month (RES), 6 per year (RJH)	
Teacher Newsletter (e-mail if on distribution list, paper otherwise)		T	Both	RES	At least 1 per month	
School Calendar		A, T	Both	In Process	On-going	Now sent electronically at RES.

School to Parents (continued)

Strategy / Action	2 - way	Admin/ Teacher	School	Status	Frequency	Quarterly Update
Personal Child Specific Contacts with Parents (i.e. phone, note, email)	√	A, T	Both	Ongoing	At least 2X per year or more, as needed	
Backpack Notices – emailed unless not on e-mail distribution list		A, T	Both	Ongoing	As needed	This is now being done – only a few parents request the paper.
Curriculum Night	√	A, T	Both	Ongoing	1 times per year (Oct at RJH, Sep at RES)	RJH also had an evening with the Arts in December, USO Night
Parent Evening			RJH	Ongoing	As needed	RJH had a high school program night this past fall and Rachel’s Challenge at PHS
Events – Posted on web sites Some examples: . Holiday concerts . Athletic events . Curriculum based events . African Safari . and many more		A, T	Both	Ongoing	Throughout school year	
Survey . General . Specific	√	A	Both	Ongoing	1X per year general, as needed for specific	Have made significant progress on the NEASC process. Surveys about world language in grades 2 & 3.

Rye School District (RES and RJH)

Communication Strategies

4/2008 update NOT YET APPROVED BY SCHOOL BOARD

School to Parents (continued)

Strategy / Action	2 - way	Admin/ Teacher	School	Status	Frequency	Quarterly Update
Local Newspaper (Herald) – send them information about our schools		A	Both	Ongoing	Few per year	
Parent Meetings (e.g. Special Ed, informal)	√	A, T	Both	Ongoing	As needed	
Parent Orientation	√	A	Both	Ongoing	As needed.	Kindergarten orientation scheduled for May 22.
Parent Letters – email distribution unless not on distribution list		A	Both	Ongoing	~5 per year	This is now implemented.
Teacher Parent Conference (Get feedback from parents about structure and content of teacher conferences – see surveys, above)	√	A, T	Both	Ongoing	2X per year at RES; 1X per year at RJH	
Report Cards		A, T	Both	Researching	3-4 per year	The RES report cards have been revised this year to include more space for teacher narratives RJH is still reviewing new process.
School Handbook		A, T	Both	Ongoing	Annual	
Teacher follow-up regarding children who are sick	√	T	Both	Ongoing	As needed	
Missing Assignments – email to parent/guardian notifying them of recurring missing assignments	√	T	Both	In Process	Weekly/ as needed	
Notice of possible course failure	√	A,T	RJH	Ongoing	As needed	
Agenda Books / Weekly homework sheets		T	RES, RJH (grades 4-8)	Ongoing	Daily / as needed	

Rye School District (RES and RJH)

Communication Strategies

4/2008 update NOT YET APPROVED BY SCHOOL BOARD

District (SAU including RJH and RES; and Board) to Community Communications

Strategy / Action	2 - way	School	Status	Frequency	Quarterly Update
Special Issues Forums	√	Both	Ongoing	2 times per year	Meeting held on April 10. Minutes available on web page.
Annual Report and School District Newsletter		Both	Ongoing	1 time per year	For the first year, rather than sending them to all homes, the annual report was posted on-line with 500 copies available around town.
School Web Sites		Both	Ongoing	As needed	
Liaison with Community Committees (PTA, REF, etc.)	√	Both	Ongoing	As needed	
Principal Newsletter and Calendars to Town (RFD, RPD, Library, Town Hall, New Castle, Rec Dept, Pre-Schools, etc.)		Both	Ongoing	As needed	Now being faxed to town locations on a regular basis.
Flyers at Town Sites (Library, Montessori School, Rye Town Hall, etc.)		Both	Ongoing	As needed	
Events, News-paper and Survey (see above)		Both	Ongoing	As needed	
Sandwich Board(s)		Both	Ongoing	At least 1X per month for School Board meetings	Trying to keep this going at RES, not as successful as we could be.
School Board Recognition Program		Both	Ongoing	At least 2X per year	

School to School (Between RJH and RES)

Strategy / Action	2 - way	School	Status	Frequency	Quarterly Update
Communication between schools (calendar, purchases, etc.)	√	Both	Ongoing	As Needed	Chris and Lane continue to meet monthly and meet with Tim. Communication between the two schools continues to be strong.
Communication for transition from 5 th to 6 th	√	Both	Ongoing	As Needed	
Communication between special need staff across schools	√	Both	Ongoing	As Needed	
Middle school students go to RES and PHS go to RJH	√	Both	Ongoing	1 time per year	

School to Organizations (PTA, REF, etc.)

Strategy / Action	2 - way	School	Status	Frequency	Quarterly Update
Representatives on Community Committees (PTA, REF, Rye Rec, etc.)	√	Both	Ongoing	Monthly	There have been multiple opportunities identified and completed this fall and winter – e.g. Pease Greeters, Holiday

				Project, Carbon Challenge
Principal News Letter and Calendars to Town (RFD, RPD, Library, Town Hall, New Castle, Rec Dept, etc.)	Both	Ongoing	Periodic	
Connection and Awareness of Community Service	RJH	Ongoing	Periodic	

Board to School, Teachers

Strategy / Action	2 - way	School	Status	Frequency	Quarterly Update
Communication representative from school board attendance at a staff meeting	√	n/a	Ongoing	2 times per year	
School Board Newsletter		n/a	Ongoing	1 time per year	
School Board Annual Report		n/a	Ongoing	1 time per year	For the first year, rather than sending them to all homes, the annual report was posted on-line with 500 copies available around town.
School Board Web Page		n/a	Ongoing	As needed	
Superintendent Evaluation contribution		n/a	Ongoing	1 time per year	
Board Meeting Minutes		n/a	Ongoing	Monthly	
Sandwich Board		n/a	Ongoing	As needed	
Recognition Program		n/a	In Process	As needed	
RSB Breakfast	√	n/a	Ongoing	March	