

Fall 2008-09 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 highlights:

1. The application of the email system has been a huge success at RJH and at RES. Parents look forward to the Friday emails.
2. The Learning Compact has been piloted at the sixth grade and parents are giving feedback to teachers about their student's needs. The student information sheet was completed by fifth grade teachers which assisted the sixth grade teachers with their new class.
3. Learning Compact piloted with grades K-5 at RES. We had a great response and teachers are enthusiastic about this. Over 50% of RES staff are participating in the pilot year for the Learning Compact.
4. All families at RES were given a questionnaire in the fall to complete to help the teacher know their child.
5. Regular home school communication between teacher and families and office and families are primarily electronic. Classroom newsletters and RES News is now electronic.
6. We have had improved web site and electronic information.
7. Principal's Advisory Council has been a great mechanism to receive input from parents.
8. Twice a year the PAC now combines with School Board for special issues meetings.
9. Electronic communications home are saving paper and copying costs.
10. School Messenger system is working well.
11. We are trying to send electronic notices home on Fridays only.
12. Feedback was requested by RJH for feedback on Antarctica trip.

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.

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Strategy:

School to Parents

Strategy / Action	2 - way	Admin/ Teacher	School	Status	Frequency	Quarterly Update
Automated Calling System		A	Both	In process	As needed	It was used at RJH on 9 different occasions for both students and staff Used regularly at RES primarily for No School days.
New Phone System	√	A, T	RES	Complete	As needed	
Email Distributions including notices previously sent in backpacks		A, T	Both	Purchased MMS	As needed	Almost all notices are done electronically at RES.
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	Grade level websites have been received well by parents Judy Prince and Tim have kept our Website updated. All information on the left is updated regularly including RES News.
Paper Distribution: sending notices to families not on e-mail distribution list			Both	Ongoing	As needed	At RES we have 6 – 10 families who receive paper copies.
Principal Newsletter (e-mail and paper distribution)		A	Both	Ongoing	2 per month (RES), 6 per year (RJH)	Newsletter going out 3 times a year from RJH Newsletter at RES is published every other Friday.
Teacher Newsletter (e-mail if on distribution list, paper otherwise)		T	Both	RES	At least 1 per month	All teachers are encouraged to send home either weekly or monthly newsletters at RES.
School Calendar		A, T	Both	In Process	On-going	RES – electronically and on web site.

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	RES – teachers are encouraged to make contact by telephone at the beginning of the year and are encouraged to send a postcard at least once/year. Cards and stamps are provided.
Backpack Notices – emailed unless not on e-mail distribution list		A, T	Both	Ongoing	As needed	
Curriculum Night	√	A, T	Both	Ongoing	1 times per year (Oct at RJH, Sep at RES)	In Sept. at RES. Staff work together at grade level to make a formal presentation.
Parent Evening			RJH	Ongoing	As needed	Fall parent teacher conferences. Spring Kindergarten information night for new families.
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	RES - posted
Survey . General . Specific	√	A	Both	Ongoing	1X per year general, as needed for specific	Work in progress

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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	We try to call them.
Parent Meetings (e.g. Special Ed, informal)	√	A, T	Both	Ongoing	As needed	TAT, 504 and special education meetings are held as needed.
Parent Orientation	√	A	Both	Ongoing	As needed.	RES – Orientation for Kindergarten families in May. RES and RJH spring orientation for fifth grade parents.
Parent Letters – email distribution unless not on distribution list		A	Both	Ongoing	~5 per year	
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	Quarterly
School Handbook		A, T	Both	Ongoing	Annual	Updated each summer
Teacher follow-up regarding children who are sick	√	T	Both	Ongoing	As needed	Teacher or nurse usually calls if a child is injured.
Missing Assignments – email to parent/guardian notifying them of recurring missing assignments	√	T	Both	In Process	Weekly/ as needed	Teachers encouraged to communicate with parents
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	Used in grades four and five.

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	Scheduled for January 8, 2009
Annual Report and School District Newsletter		Both	Ongoing	1 time per year	We work with School Board to provide information and photographs.
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	Is being done.
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	
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 talk regularly about events, calendar, budget items, custodial issues, etc.
Communication for transition from 5 th to 6 th	√	Both	Ongoing	As Needed	
Communication between special need staff across schools	√	Both	Ongoing	As Needed	Meg Louney is at both schools and does a great job of coordinating between them to provide services for students and families.
Middle school students go to RES and PHS go to RJH	√	Both	Ongoing	1 time per year	We have pals between some classrooms at RES and RJH, Music staff coordinate programs for both school. This year several grades went to Portsmouth HS for Peter Pan.

School to Organizations (PTA, REF, etc.)

Strategy / Action	2 - way	School	Status	Frequency	Quarterly Update
Representatives on Community	√	Both	Ongoing	Monthly	Chris and Lane both try to attend

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Committees (PTA, REF, Rye Rec, etc.)				PTA meetings. We are in contact with REF and Rye Rec.
Principal News Letter and Calendars to Town (RFD, RPD, Library, Town Hall, New Castle, Rec Dept, etc.)	Both	Ongoing	Periodic	Sent electronically
Connection and Awareness of Community Service	RJH	Ongoing	Periodic	Student Council does community service each month under the direction of Mrs. DeFreze

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 attend staff meetings 2X/year. Excellent dialogue and feedback.
School Board Newsletter		n/a	Ongoing	1 time per year	
School Board Annual Report		n/a	Ongoing	1 time per year	
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	