

Fall 2007 Quarterly 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 will be embarking on 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. Electronic Communication

Tim was able to successful test a distribution for the elementary school. He will now be able to create lists by grade (or other groups) for each of the schools.

The phone messaging system was a success at RES last year and is being implemented at RJH this fall.

The RES cafeteria system has proven to be very successful. It is efficient and reduces time café workers spend with paper pencil. It notifies parents (automatically generates a letter) when their account reaches \$5.00. Our school picture company, Hockmeyer, provides the bar coded cards free of charge as part of our picture package.

2. Parent Input & Information

Parent input was received as part of a review of the art and music program. Additionally, RES has received input on the updated report card and RJH will be soliciting input for changes to their report cards this year.

RJH has begun to consider new ways to reach out to parents and increase communication. Teachers have already begun individual meetings with parents.

RES has put together a school brochure.

RES has installed a monitor and computer in the lobby to show student work, photos, etc. Additionally, JoAnn Manning is placing student art work in the lobby as a welcome to parents and the community.

3. Community Feedback

Information is now faxed to Library and Town Hall and landfill when appropriate. An Excel sheet in the office is used by the secretary assistant to ensure the information is publicized.

4. Student Feedback

Principals in both schools are very visible throughout the school day, constantly observe and receiving feedback from students.

School conducted the "My Voice" survey last year and will do it again this year to receive valuable student perception feedback.

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	Ongoing at RES, will be implemented this Fall at RJH.
New Phone System	√	A, T	RES	Complete	As needed	New system works well at RES and provides notification for teachers when messages are left.
Email Distributions including notices previously sent in backpacks		A, T	Both	Purchased MMS	As needed	Successful test at RES, being implemented now at 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	New website now launched at both schools after significant effort from Tim.
Paper Distribution: sending notices to families not on e-mail distribution list			Both	Not Started	As needed	Still sending paper at this point. As the ability to email parents begins we will be able to look for ways to reduce distributions.
Principal Newsletter (e-mail and paper distribution)		A	Both	Ongoing	2 per month (RES), 6 per year (RJH)	RES – 2X month RJH – 4 x year (with progress reports, plus 1-2 additional reports).
Teacher Newsletter (e-mail if on distribution list, paper otherwise)		T	Both	RES	At least 1 per month	Most teachers are now doing this. At RJH, pertinent teacher information will be included in Principal newsletter.
School Calendar		A, T	Both	In Process	On-going	Implemented on both websites.

*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	At RJH teachers are looking for new strategies to reach out to individual parents – for example, <i>friendly Friday postcards</i> that provide positive comments to parents about child successes (as they occur). Teachers are now being encouraged to check email both before and after school.
Backpack Notices – emailed unless not on e-mail distribution list		A, T	Both	Not Started	As needed	Will look into this once the electronic distribution is established and used regularly.
Curriculum Night	√	A, T	Both	Ongoing	1 times per year (Oct at RJH, Sep at RES)	RES: Curriculum Nights in September and Integrated Arts staff attended both nights. RJH: Is scheduled for Sept 27 <sup>th</sup> with ability to visit Unified Arts staff too.
Parent Evening			RJH	Ongoing	As needed	RJH: A parent to parent evening was held last spring to discuss the transition to High School. Another one is being considered for this fall.
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	New websites include event announcements.
Survey . General . Specific	√	A	Both	Ongoing	1X per year general, as needed for specific	RES received feedback last year and RJH will be soliciting feedback this coming year. Additionally, the NEASC accreditation process will include opportunities for community feedback. RES has also formed a Parent Advisory Committee to solicit parent input. RJH is currently forming a similar committee.

Communication Strategies

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	This occurred last year and will continue.
Parent Meetings (e.g. Special Ed, informal)	√	A, T	Both	Ongoing	As needed	Has already begun and will continue.
Parent Orientation	√	A	Both	Ongoing	As needed.	Brochures now exist for both schools. RJH had events for new parents to the school including a visit to NC for incoming 7 <sup>th</sup> grade parents. This will continue. Chris is holding ‘coffee with Chris’ for parents (by grade level). He plans on doing this 2 times per year (for each grade).
Parent Letters – email distribution unless not on distribution list		A	Both	Ongoing	~5 per year	As we begin to use the new email list-serve we will consider ways to eliminate paper flyers.
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	In process at RES At RJH, new process in place for 07-08 school year where parents will have more time to discuss the needs of their child and receive updates from the teachers.
Report Cards		A, T	Both	Researching	3-4 per year	Updated at RES and will be modified this year at RJH.
School Handbook		A, T	Both	Ongoing	Annual	Revised and updated for 07-08 school year – now available on-line.
Teacher follow-up regarding children who are sick	√	T	Both	Considering	As needed	RJH is looking into process to follow-up with multi-day absences. Additionally, materials are available at office for parents to pickup if child is sick.
Missing Assignments – email to parent/guardian notifying them of recurring missing assignments	√	T	Both	In Process	Weekly/ as needed	This is being promoted by the principals.
Notice of possible course failure	√	A,T	RJH	Ongoing	As needed	
Agenda Books / Weekly homework sheets		T	RES	Ongoing	Daily / as needed	Agenda books are now used for grades 4-8.

**Communication Strategies**

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*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	This is now conducted via the Principal's Advisory committee.
Annual Report and School District Newsletter		Both	Ongoing	1 time per year	Complete
School Web Sites		Both	In Process	As needed	Both schools have now implemented a standard SAU website. The sites are being finalized and will then be 'tweaked' for each school.
Liaison with Community Committees (PTA, REF, etc.)	√	Both	Ongoing	As needed	Principals attending PTA meeting, communicating online and in person with REF on a regular basis.
Principal Newsletter and Calendars to Town (RFD, RPD, Library, Town Hall, New Castle, Rec Dept, Pre-Schools, etc.)		Both	Ongoing / Starting at RES	As needed	Newsletters are available on-line and a process has been created to fax to town offices.
Flyers at Town Sites (Library, Montessori School, Rye Town Hall, etc.)		Both	Ongoing / Starting at RES	As needed	Flyers are available on-line and a process has been created to fax to town offices.
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	Sandwich board is used at RJH.
School Board Recognition Program		Both	Ongoing	At least 2X per year	Recognition is given on an occasional basis.

*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 are meeting, emailing, and telephoning regularly to continue to have RES and RJH work together. Sharing Tim, Judy, Bonnie Vadala, Katie Jarvis, Andrea P, etc.
Communication for transition from 5 <sup>th</sup> to 6 <sup>th</sup>	√	Both	Ongoing	As Needed	Tom and Mrs. Costanzo communicate often and implement good transition programs.
Communication between special need staff across schools	√	Both	Ongoing	As Needed	Meg Louney continues to do a great job with this.
Middle school students go to RES and PHS go to RJH	√	Both	Ongoing	1 time per year	RES participated in Student Govt. Day. RJH has a very active student council and is considering ways to interact with Portsmouth schools.

**Communication Strategies**

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*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	Principals continue to meet with PTA and REF. RJH will consider ways to connect student council with outside groups.
Principal News Letter and Calendars to Town (RFD, RPD, Library, Town Hall, New Castle, Rec Dept, etc.)		Both	Ongoing	Periodic	Newsletters are available on-line and a process has been created to fax to town offices.
Connection and Awareness of Community Service		RJH	Ongoing	Periodic	RJH will look for ways to increase awareness of the activities students are doing for (and with) the community – for example the vast number of community service projects.

*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	Planned for Oct. staff meeting at RES and RJH.
School Board Newsletter		n/a	Ongoing	1 time per year	Mailed last March.
School Board Annual Report		n/a	Ongoing	1 time per year	Mailed last March. However, we are considering other mechanisms to deliver it this year (e.g. provide pickup spots for folks to pickup a copy and offer an electronic version).
School Board Web Page		n/a	Ongoing	As needed	SAU now providing common page, but with link to Rye school board version.
Superintendent Evaluation contribution		n/a	Ongoing	1 time per year	Provided by individual school board members. This coming year, the school board will provide a unified evaluation to the SAU board.
Board Meeting Minutes		n/a	Ongoing	Monthly	Minutes now provided via Elizabeth Figliulo
Sandwich Board		n/a	Ongoing	As needed	
Recognition Program		n/a	In Process	As needed	Provided several recognitions, including recognition of tenured teachers. This was appreciated by staff.
RSB Breakfast	√	n/a	Ongoing	February	Provided breakfast last year and will do it again this year.