



COMMUNICATION GUIDELINES

PARENTSQUARE

Posts – ParentSquare should be used for all-school communications and by athletics/extracurricular coordinators.

- Posting Schedule

MONDAY	Athletics
TUESDAY	HR, iFYI (all-school information, upcoming dates)
WEDNESDAY	Grammar, GCL
THURSDAY	GBC, Development, Advancement
FRIDAY	<i>Pinion and Quill</i> , <i>The Wingspan</i> and GS grade-level newsletters

- Information parents need should be in the weekly newsletters. Extra information about classroom-specific plans should be announced in class and recorded in FACTS lesson plans.
- Outside of the planned weekly newsletters/set communications, teachers, group coordinators and coaches should NOT post on ParentSquare more than twice a semester unless it is specific for a change in a game time/place, field trip or a one-off upcoming special event or announcement. Using the “update” feature on posts is a helpful way to reduce extra posts on the same topic/event.

Messages – Should be used by parents to communicate with each other or for praise or encouragement to a teacher or parent. Messages about students being sick or needing help should be sent directly to the teacher or administrators’ email address.

FACTS

Communications (Create Email Message) – This should be used by teachers for direct/individual communication to parents regarding a student’s performance/behavior—grades, conduct, encouragement and/or scheduling a face-to-face meeting.

Lesson Plans – Updated weekly for Grammar, Logic and Rhetoric

- Lesson plans should be up-to-date for the upcoming week and as specific as possible to assist when students are absent or to give any needed reminders about upcoming assessments/projects.
- If deviation needs to take place, teachers should do their best to clearly communicate the change **in the classroom** with their students and as soon as possible, the change should be updated in FACTS lesson plans. Changes to lesson plans should NOT be posted on ParentSquare or parent emails if at all possible (mainly in RS and increasingly in LS). This creates a predictable environment for students and encourages them to take ownership of their classwork.

GROUP-ME OR MESSAGING APPS (ONLY RHETORIC)

- Other forms of communication are reserved for Rhetoric coaches, teachers or leaders of activities that need to communicate with each other more frequently. If an app is used as the main source of communication, then the coach/leader needs to check that all students are represented by either the student or a parent.
- Students do NOT have their phones during the school day and are not encouraged to check them multiple times when away from school, so any announcements should be given with 24 hours advance notice. The only exception to this would be weather or unforeseen circumstances.