

# Maddock Public School

## Communication Plan

The Maddock School District's comprehensive communication plan will ensure a two-way communication strategy with all stakeholders. The communication plan will be transparent, ensuring all stakeholders are aware of district decisions and activities.

### School district to stakeholder communication:

Type of Communication	Timeline:	Website	Facebook	Sent Home	E-Mail/Remind	Phone Call	Face to Face	Benson County Press	Person Responsible
Emergency Announcements	As Needed	✓	✓		✓	✓			Superintendent
Late Start/Early Dismissal/ Closure	As Needed	✓	✓		✓	✓			Superintendent
District Newsletters	Back to School	✓						✓	Superintendent
School Newsletters	Varies			✓	✓				Elementary Principal
Teacher communication (PK-12)	As Needed				✓	✓	✓		Teachers
School-wide reminders / flyers	Ongoing	✓	✓					✓	Principals/ Advisors
Celebrations/ Announcements	Ongoing	✓	✓			✓		✓	All Staff

School Calendars and Activities Schedule	Ongoing	✓	✓					✓	Supt. / AD
Student Handbook	Yearly	✓							Admin/ Committee

**\*\*The above matrix is meant to be a guide. There may be deviations due to varying circumstances\***

## Teacher to Student/Parent Communication

Type of Communication	Purpose:	Timeline:	Audience:	Person Responsible for Communication:
P/T Conferences	Discuss student progress and academic growth/concerns	Twice yearly/as needed	Parents	Teachers
Report Cards/ Progress Reports	Communicate successes and challenges to parents	1 <sup>st</sup> / 2 <sup>nd</sup> semester	Parents and Students	Teachers/Office staff
Powerschool	Academic and attendance updates	Ongoing	Parents and Students	Teachers / Office staff
Teacher Phone Calls	Update on success and challenges	Ongoing	Parents	Teachers
School Webpage	Updated information on school news and events	Ongoing	Families, community members, staff	Webmaster
School Facebook Page	Announcements, celebrations, events	Ongoing	Community members, families	Administration
Open House/Family Events	Connect families with the school in an informal setting	Quarterly (or more)	Parents and Students	Administration and Teachers

## Administration/Teachers/Staff Internal Communication

Type of Communication	Purpose:	Timeline:	Audience:	Person Responsible for Communication:
Office 365/Maddock Emails	Communication between staff	Check Morning/Lunch/as directed	Admin, Staff, Teachers	All Admin, Staff, and Teachers
Handbooks	Update policies and procedures for staff	Annually	Staff and Teachers	Administration
Staff meetings	Updates on information, PD, or school events	Weekly / As Needed	Teachers	Administration

## Parent to School Communication

Type of Communication	Purpose:	Timeline:	Point of Contact:	Person Responsible for Communication:
Bus Messages	Changes in pick-up and/or drop-off schedule	Ongoing	AM: Bus driver PM: Faye/office	Parent/Guardian
Absences/Tardies	When students are gone/going to be gone or late	Ongoing	Faye/office	Parent/Guardian
Other/Misc.	Social-emotional situations, behavior/ performance affecting events	Ongoing	Parent discretion	Parent/Guardian
Classroom/Activity Questions or Concerns	Grading, behavior	Ongoing	Classroom or activity teacher/advisor/coach	Parent/Guardian/Student

Delegation of Authority:

Superintendent – Principal – Athletic Director – Secretary – Para

Delegate will report back to administration with any pertinent information

Chain of communication for parents – Teacher/Coach - Principal/AD - Superintendent – School Board