

Étude Middle School Communication Plan

2021-2022

We have designed a plan for clear school to family communication, in order to ensure all students have the benefit of multiple sources of support. Please do not hesitate to contact your child's Advisor regarding communication throughout the school year.

COMMUNICATION	SPECIFICS
<p style="text-align: center;">General Communication & Updates</p>	<p><u>Beginning of the School Year</u></p> <ul style="list-style-type: none">● Advisors will contact parents at the beginning of the year, Entrance Conferences (first year) or to reconnect (returning).<ul style="list-style-type: none">○ Guardians will communicate preferences, information, schedules, and other details to Advisors: email or phone <p><u>Upcoming Events</u></p> <ul style="list-style-type: none">● The Director of Schools, Ted Hamm, will send out emails throughout the year regarding whole school events or updates for both schools.● The Étude Middle School Resource Site displays the Étude Group Calendar with important events.● Advisors will email parents and students through Skyward when events are coming up, about important updates, or when there is a change to the schedule. <p><u>Class Information & Assignments</u></p> <ul style="list-style-type: none">● Teacher's Websites will communicate daily agendas and classroom expectations for students and parents to view. These are available through the Resource Site.● All staff will use the Resource Calendar to post assignments or graded evidence from classes along with a description and due dates. Parents and students can access this calendar on the ÉMS Resource Website. Assignments will be labeled the same on the Resource Calendar as they are in Skyward and Google Classroom for ease of accessibility.● Teachers will notify students via Skyward/email when grades are updated, every two weeks on Tuesdays, beginning in October.● Teachers will send home communication through email when new projects are starting as well as updates about the project work. <p><u>Presentations & Exhibitions of Learning</u></p> <ul style="list-style-type: none">● Students will contact home to share schedules for Presentations of Learning and Exhibitions of Learning. Advisor will follow up with instructions on how to schedule if POL has not been scheduled within one week. <p><u>Other Issues</u></p> <ul style="list-style-type: none">● Office will communicate home if a student is injured within a class.● The Director of Schools or Dean of Culture will communicate home if there is an incident that occurs at school and affects the school community.



<p>Behavioral Concerns</p>	<ul style="list-style-type: none"> • Teachers or Advisor will communicate home if a student is sent out of class for a behavioral issue or disruption; Students will make up the length of time they were out of the learning environment after school that day. • Teacher or Advisor will communicate home if a student has a behavioral issue or disruption in an unstructured space. • Advisor will contact home if teachers notice a drastic change in behavior. • The Dean of Culture will contact home for severe behavioral infractions that include physical altercations, and dangerous or illegal activity.
<p>Academic Concerns</p>	<ul style="list-style-type: none"> • If a student is not passing one or multiple classes at the end of the two week grading period, the advisor will contact home to set up time for the student to stay after school and get support. • If a student is refusing to participate in classroom activities or studio time, the classroom teacher will contact home to make up the time that they disengaged.
<p>Habit of Work Concerns</p>	<ul style="list-style-type: none"> • Materials: If student does not bring appropriate materials to class after two weeks of reminders, the teacher will create a plan with the student and contact home to communicate the plan • Attendance: If a student has skipped class, the parent will receive a phone call home from skyward. Students are expected to make up the time after school. • Tardies: If a student has three or more tardies in a two week period, student and advisor will contact home to share an improvement plan.
<p>Other</p>	<p>General Communication Guidelines</p> <ul style="list-style-type: none"> • Advisor will communicate with parents more frequently as requested. • Teachers will respond to received communication from parents within one school day. <p>Parent to Staff Communication</p> <ul style="list-style-type: none"> • If you have general questions, concerns, or upcoming dates your student will be missing school, please contact your student's advisor. • If you have a question about an assignment or grade, encourage your student to reach out to the teacher. If you need further clarification or have a concern about the assignment or grade, please contact the classroom teacher.

