

BAMS Communications Plan

<u>Strategy</u>	<u>Communication</u>	<u>Via</u>	<u>When</u>	<u>Responsible</u>
Notify Parents of emergencies, changes to normal operations.	Emergency Announcements	Remind Text/Social Media Posts/BAMily emails/ Telephone	As Needed	Administration
Welcome incoming students and families.	Welcome Letter	U.S. Mail/BAMily Email/Webpage	June	Administration
Help students and families know about upcoming school year.	Orientation Letter	U.S. Mail/BAMily Email/Webpage	July	Administration
Inform families of Orientation date/time.	Orientation Announcement	U.S. Mail/Remind Text/ BAMily Email/Webpage and Facebook	August	Administration
Inform families of policies and rules.	Parent-Student Handbook	Student Handbook hardcopy, BAMily email copy and webpage	August- Ongoing	Administration Teachers
Keep students and informed of ongoing activities.	Weekly Emails and Calendar	Week at a Glance Remind Texts/ Weekly Teacher Emails/Morning Announcements/BAMily Calendar	Ongoing	Teachers and Administration
Keep students and parents informed on their grades and attendance.	Grades and Attendance	Parent Internet Viewer- FOCUS	24/7 August-June	Teachers, Adminstration
Keep students and parents informed on their grades and attendance.	Grades and Attendance	Report Cards & Parent Internet Viewer FOCUS	Report Cards every nine weeks- 24/7 Grades/Attendance	Teachers, Adminstration, Guidance
Facilitate easy location of school information.	Webpage Links	<a href="http://www.berkleymiddle.net">www.berkleymiddle.net</a>	Ongoing	Administration
Inform students and parents of class objectives.	Teacher Specific Information	Teacher websites & emails	Ongoing	Teachers
Open House for all families.	Parent-Teacher Open House	Remind Text/Social Media Posts/BAMily emails/ BAMily Calendar	September	Administration
Communicate student specific concerns with a parent.	Teacher Concerns	Personal Phone Calls Parent/Teacher Team Meetings	As Needed	Teachers, Guidance
Personal interaction for answering parent questions about school.	Parent Questions	Phone: Parent Liaison	As Needed	Support Staff, Parent Liaison
Attain opinions of stakeholders.	Parent/Student/Staff Surveys	Online surveys	Ongoing	Administration
Promote school mission and goals of school.	School Mission/Vision	Webpage, flyers, Facebook	Ongoing	Administration, Teachers