



island montessori

Communication Plan

At Island Montessori, we intend to provide information to our school community that is timely and relevant. The plan below is an overview of communication for all stakeholders - staff, students, Parents/Guardians, and Board members. Where the communications from teachers, administration, Board, or FSA are leaving questions in your mind, we request that questions be addressed as follows:

Contact information for Lead Teachers, Administration, and Board members are located on our school website.

For Academic and Student Specific Questions: The parent/Guardian first contacts the teacher, then the Administrator in charge of the area of concern (EC, Testing, Instruction, counseling, etc), and lastly the Head of School as needed.

- For School-Wide Questions: First contact Administration members that pertain to your question (ex: EC question goes to EC Coordinator, Curriculum question goes to Instructional Coordinator, etc) and they will coordinate with the necessary team to provide clarity, and lastly the Head of School as needed.
- For Staff Questions: Staff contacts necessary administrative team members (EC, Instruction, Testing, etc) first, then Head of School/Children's School Director as needed.

Our objective is to respond to emails or phone calls within a suggested 24 hours business day response time.

ACADEMIC COMMUNICATION	SCHOOL-WIDE COMMUNICATION	STAFF COMMUNICATION
<ul style="list-style-type: none"> ❖ Teacher Newsletter ❖ Parent-Teacher Conferences ❖ Friday Folders ❖ Phone Call/Email/TextCues ❖ Progress Reports ❖ Instructional Coordinator Blog ❖ Open House ❖ Parent Education Events 	<ul style="list-style-type: none"> ❖ EverBridge ❖ Website ❖ Weekly SnapShots ❖ FSA Monthly Newsletters ❖ HOS Monthly Newsletters ❖ Open House ❖ Social Media (Facebook and Instagram) ❖ Student/Parent Handbook ❖ Video messages 	<ul style="list-style-type: none"> ❖ Staff Meetings ❖ TA Meetings ❖ Team Meetings ❖ MTSS Meetings ❖ Staff Handbook ❖ Emails/TextCues ❖ Video messages

Monthly Newsletters/Blogs:

Week 1 - Classroom Newsletters

Week 2 - Children's School Director Newsletter

Week 3 - FSA Newsletter

Week 4 - HOS/Academic Director Newsletter

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Academic Communication				
<u>Strategy</u>	<u>Purpose</u>	<u>Timeline</u>	<u>Audience</u>	<u>Persons Responsible</u>
Teacher Newsletters	Update Parent/Guardians on classroom and instruction news, dates to remember, classroom needs	Once a month	Parent/Guardians and students	Lead Teacher
Parent-Teacher Conferences	Individual meetings to discuss student progress and academic growths as well as areas of need or concern	Once in the Fall Once in the Spring	Parent/Guardians (some levels include students in the conferences)	Lead teachers and Parent/Guardians
Friday Folders	Work samples from the week to see what the students are working on in between newsletters	Weekly	Parent/Guardians *not all levels have Friday Folders*	Lead Teachers/Assistants and students
Progress Reports	Communicate successes and opportunities for improvements to parents	End of each Semester (Winter and Spring)	Parent/Guardians and students	Lead Teachers
Accademic Blog	Educate Parent/Guardians about Montessori practices at school and home	Quarterly	Parent/Guardians and Students	Instructional Coordinator
Phone call/email/textcues	Address successes and/or concerns with families as needed	As needed	Parent/Guardians	Lead Teachers
Open House/Parent Education Events	Opportunities for families to be in the building and learn together to strengthen the overall school community	Annually	Parent/Guardians, students, Staff	Administration/Lead Teachers/Assistants

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School-Wide Communication				
<u>Strategy</u>	<u>Purpose</u>	<u>Timeline</u>	<u>Audience</u>	<u>Persons Responsible</u>
EverBridge Communications	Weekly Snapshots, Updates and Emergency notifications	As needed	Parents	Administration and Teachers
School Website	A go to spot for all communication, calendars, and school information	Updated weekly or as needed	Parents, students, Staff, Alumni, Community Members	Communications Coordinator and Administration
FSA Monthly Newsletter	Information on school events and happenings sponsored through the FSA. Family highlights to extend and build community connections	Monthly	Parents, students, staff	FSA
HOS Monthly Newsletter	Information about school happenings and events. Upcoming important dates and needed information. Overall monthly view of the school.	Monthly	Parents, students, staff	Head of School
Social Media (Facebook and Instagram)	Provides snippet updates and happenings around school	As needed	Parents, students, staff, alumni, school community	Communications Coordinator
Student/Parent Handbook	Provides overall school policies and procedures. Hard copies were given at the beginning of the school year	Annually and as needed	Parents, students	Head of School

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Staff Communication

Strategy	Purpose	Timeline	Audience	Persons Responsible
Staff Meetings	Open Communication with staff regarding news, updates, professional development, and successes/concerns/needs	Twice a month 2nd and 4th Tuesday	Staff	Administration and staff
Team Meetings	Teams meet to discuss curriculum issues/concerns	Weekly	Lead Teachers	Curriculum Coordinator and Lead Teachers
MTSS Meetings	Team meets to discuss student data and progress monitoring	Once a month	Lead Teachers and Interventionists	EC/MTSS Coordinator and lead teachers
Staff handbooks	Communicate updates of policies and procedures relevant to staff	Annually	All Staff	Head of School
Weekly SnapShots	Reminders about events and tasks for the week	Friday prior	All Staff	Administration
Emails/text-cues	Updates and announcements	As needed	All Staff	Administration and Teachers

FAQs about Communication at IMS:

1. Who do I contact if I have a question or concern related to a procedure or policy at school?
 - a. First, contact the Teacher, then the Administrator related to that question(EC, testing, instruction, etc) then the Head of School, and lastly the Board, if not resolved by the Head of School.
2. Who do I contact if I have a safety question or concern? OR if I need to verify an incident or report an incident.
 - a. If you have a question related to an incident at school, contact the teacher and Head of School.
 - b. If you need to report an incident, contact the teacher and Head of School
 - c. If you have a question related to safety, contact the Head of School.
3. I have a concern about my child's academic abilities and believe they should be receiving extra support. Who do I contact to help me?
 - a. First, contact the Lead Teacher of your child. You can also contact our EC Coordinator.
4. Who do I contact if I have a formal complaint?
 - a. First contact the Head of School, he/she will guide you through the formal grievance policy(referenced in the Parent/Student Handbook).
 - b. If your complaint is with the Head of School, contact the President of the Board and he/she will guide you through the grievance policy(referenced in the Parent/Student Handbook).

Administrative Contacts:

Academics(Curriculum, Support, PD, etc) - Kelly Henrikson

Testing (EOGs, English Learners, Read to Achieve) - Kelly Henrikson

EC/MTSS(Support Services, Intervention, IEPs,) - Judie Strauss

504/Social-Emotional Support/McKinney-Vento - Mackenzie Pereira

Attendance/Powerschool/Maintenance/Finance - Brittany Ivey

Safety/Daily operations/Procedures/Grievance - Alicia Rheel

Service Learning/ Social Media - Blair Williams