



PORTLAND EAST Communication Plan

Students-

Agenda: Track assignments and have guardians sign daily

Website:

- Calendar - view upcoming school events
- Grade Level Page - Information & announcements specific to your grade
- Important Links - Clever, Gmail, Google Classroom, Skyward, etc.
- Teacher pages - Contain contact information and important information
- Contacts - Find email addresses for Faculty & Staff

Google Classroom: Class pages for each subject to share information, communicate, and complete online assignments

Skyward: Check often for grades

Social Media: Follow @portlandEASTms on IG/twitter/fb for updates and celebrations

Parents-

Agenda: Check daily and sign to monitor student work

Remind: Sign-up for Teacher Remind groups as provided

Website:

- Calendar - view upcoming school events
- Grade Level Page - Information & announcements specific to your grade
- Teacher pages - Contain contact information and important information
- Contacts - Find email addresses for Faculty & Staff

Skyward: Check often for grades

Social Media: Follow @portlandEASTms on IG/twitter/fb for updates and celebrations

Teachers-

Agenda: Follow-up on parent signatures as needed

Remind: Positive shout-outs, Dress up days, Announcements, Events, Class information

Website:

- Calendar & Grade Level Page- Send dates/events/info to designated person to be updated
- Teacher pages - Your communication plan and specific class information

Google Classroom:

- Classes created for Digital Learning as needed (either by period or subject). GC will be used during computer lab times (a minimum of once per week)-the expectation is that students will work on and complete a GC assignment (due to the nature of online learning, the expectation for technological enrichment will come specifically through the GC platform). Follow-up and accountability will come through data meetings/ PLC time. Teachers can expect the following questions-how many assignments assigned through GC, what did students have difficulty with the most (technology or curriculum), how have you addressed these issues in your instruction?

Email:

- @sumnerschools.org - check frequently
 - We will use an Outlook calendar for internal school events (meetings, planning, etc.)
- @sumnerk12.net - Use to communicate with students as needed.