



# The Dufrocq School Communications Plan

At The Dufrocq School, we intend to provide information to our school community that is timely and relevant. Our communication will include all stakeholders and will be provided in a clear and concise manner.

STRATEGY	PURPOSE	TIMELINE	AUDIENCE	PERSONS RESPONSIBLE
<b>School Website</b> <a href="http://thedufrocqschool.com">thedufrocqschool.com</a>	To provide current and vital school information	Ongoing	Staff, students, parents, prospective students and their families	Webmaster, Administration, assigned staff
<b>School App</b>	To provide current and vital school information	Ongoing	Parents	Administration, assigned school staff
<b>School Newsletter</b>	To provide current and vital school information	Monthly	Parents	School Principal
<b>Google Classroom</b> (Announcements from the Principal)	To provide daily communication to students and parents	Daily (Live and Posted)	Students, teachers, and parents	School Principal
<b>Robocalls</b>	To provide current and vital school information	As needed	Staff, students, and parents	School Principal and District Personnel
<b>School Marquee</b>	Change message regularly to reflect upcoming events and important school	Ongoing	Staff, students, parents and community	Administration, assigned school staff

	information			
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<b>Facebook</b>	To keep the community abreast of newsworthy events and information	Ongoing	Staff, students, parents, prospective students and their families	Administration, assigned school staff
<b>Class Dojo/Remind</b>	A school communication platform that teachers use for ongoing communication with families for announcements and student progress	Ongoing	Parents	Administration and teachers
<b>Open House/Meet and Greet</b>	Informational meetings to introduce parents to a new school year and curriculum procedures for success	Annually/Beginning of the year	Parents and students	Administration and teachers
<b>Grade Level Newsletters</b>	Update parents on curriculum and instruction and grade level news	Monthly October-May	Parents and students	Teachers
<b>Parent-Teacher Conferences</b>	Individual meetings to discuss student progress and academic growth	Once in the fall, once in spring, and as needed	Parents	Teachers
<b>Graded Work and Assignments JCAMPUS/ Parent Portal</b>	Keep students and parents updated on academic progress within the classroom	Ongoing process; Update grades in Parent Portal (Gradebook) weekly	Parents and students	Teachers

<b>Students Progress Reports/Report Cards</b>	Communicate successes and opportunities for improvement to parents	Quarterly	Parents and Students	Teachers
<b>STRATEGY</b>	<b>PURPOSE</b>	<b>TIMELINE</b>	<b>AUDIENCE</b>	<b>PERSONS RESPONSIBLE</b>
<b>School-wide flyers and other materials sent home and posted when necessary.</b>	Announcements/reminders of important dates and information	As needed	Students and parents	Administration
<b>The Dufrocq School Student Handbook</b>	Update and distribute at the beginning of the year to outline school procedures and expectations for the year	Annually	Teachers, students and parents	Administration/Teachers
<b>Staff Handbook</b>	Communicate updates of policies and procedures relevant to staff	Annually	Teachers	Administration
<b>Faculty/Staff Meetings</b>	Open communication with staff regarding news, updates, professional development, and district calendar	Monthly or as needed	Staff	Administration
<b>PLC Meetings</b>	Teachers meet to discuss curriculum issues/concerns and student data	Weekly	Teachers and Administration	Teachers and Administration
<b>Advisory Council Meetings</b>	Builds connections and engagement opportunities with community members, parents, and other	Once in the fall, once in spring	Community Stakeholders Local Businesses	Council Officers, Principal and Magnet Site Coordinator

	stakeholders			
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