Communication Plan

Announcements to District Employees, Parents, Community Leaders and Members

- A letter will be sent to parents once a semester explaining what SHAC is and its progress from the semester prior.
- The Chairs should be responsible for making sure the announcements are distributed throughout the district.
- Announcements on SHAC's quarterly meetings are to be announced in the same way that other meetings throughout the district are announced.
- Announcements on SHAC's quarterly meetings are to be announced at least one week prior to the meeting date.
- Announcements for SHAC emergency sessions are to be announced at least one week prior to the meeting date.
- Campus secretary(s) is to receive quarterly notifications about what is being worked on, along with the meeting dates and times.

Reporting Procedures

- SHAC Reports are to be shared during the meetings for members to discuss.
- After members review the reports, they will be made available on the SHAC website and after each quarterly SHAC meeting.
- SHAC Meeting Minutes will be available to the public within 2 weeks after each quarterly meeting.
- Translated (Spanish) meeting minutes will be posted to the website in the weeks following the meeting. Other languages may be requested. Fulfillment of those requests will vary based upon availability of services.

Contacting SHAC

- SHAC website/QR code is widely shared so parents and community leaders can provide their input.