

C. C. Pinckney Elementary School

SY 24-25 SCHOOL COMMUNITY COMMUNICATION PLAN

Purpose: The purpose of the School Community Communication Plan is to create a bridge between the school's staff and community members by providing opportunities to build and sustain trust and engagement.

Objectives:

- The school will provide information for all stakeholders in the school community that is timely and relevant. Stakeholders include students, staff members, parents, and the Fort Jackson Community.
- All communication regarding events and activities for the school will be consistent, clear, and concise throughout the school year. The school will also provide a variety of means in which the community can communicate with school's staff members (outlined in plan below).
- Events and activities will be advertised at least two weeks prior to the date of the event/activity.
- Staff members will respond to all communication (email, phone, etc.) within 24-48 hours when on duty.

Points of Contact for Questions:

- **Academics:**
 - Staff Members should contact their grade level leadership team member/PLC facilitator or the Principal.
 - Parents should initially contact and speak with the teacher. The principal is available when needed.
- **Volunteer Opportunities/School Logistics/School Safety:** Staff members and parents should contact the Administrative Officer.
- **Registration/Enrollment:** All staff members and parents should contact the Registrar or Administrative Officer.
- **School-Wide Communication:** All stakeholders should contact the Principal or the designee. Additional communication will be facilitated with school level teams or committees as needed.

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Opportunities/Ways to Provide Feedback: All stakeholders may provide feedback through a variety of ways, which are highlighted in the Communication Plan Overview on page 3 (phone call, email, conferences, VOICE, ICE, etc.).

COMMUNICATION PLAN OVERVIEW

ACADEMIC COMMUNICATION (For Parents & Community Members)	STAFF COMMUNICATION	COMMUNITY/ PARENT COMMUNICATION
➤ Grade Level Newsletter (Monthly) ➤ Communication Folder (designated grade levels) ➤ Parent-Teacher Conference ➤ Graded Work/Test ➤ ASPEN (student database) ➤ Phone Calls/Emails ➤ Report Cards/Progress Reports ➤ Succeed in a Dynamic World (CCP Patriot Academics Newsletter) ➤ CCP Patriot Update (Weekly Parent Newsletter with school-wide academic information) ➤ Academic Events ➤ DoDEA and CCP Websites ➤ Bulletin Boards ➤ Awards Programs	➤ Staff Meetings ➤ Professional Learning Communities ➤ Weekly Communicator ➤ Early Release Professional Development ➤ 8th Hour Professional Development and activities ➤ Staff Handbook ➤ Pinckney Office Staff Handbook ➤ Email (Outlook) ➤ Point of Contact document ➤ VOICE for Staff Members (mailbox & link) ➤ Event Request document ➤ Shout-out Cards	➤ Sneak A Peak (opportunity to meet teachers before school begins) ➤ Patriot Pat on the Back (positive communication from teacher to parents during the first week of school and throughout the year) ➤ CCP Patriot Update (Weekly Parent Newsletter with school-wide information) ➤ VOICE for Parents (communicate accolades and concerns to principal) ➤ VOICE Input (all submission and responses are provided in this document) ➤ Student-Parent Handbook ➤ Marquee ➤ Everbridge (communication system) ➤ Email (ASPEN) ➤ CCP Website ➤ Facebook ➤ Flyers ➤ CIE (Community Information Exchange) as scheduled by fort points of contact ➤ ICE (interactive customer evaluation)

Academic Communication				
STRATEGY	PURPOSE	TIMELINE	AUDIENCE	PERSON(S) RESPONSIBLE
Grade Level Newsletter	Provides updates for parents on essential learning skills being taught in all subjects Upcoming events, projects, assessments.	Monthly (by the first Monday of the month)	Parents and students	All Teachers
Succeed in a Dynamic World Newsletter	Communicates what every student should learn and be able to do in each subject. It also provides some suggestions for how parents can help students learn.	Parents may access the newsletter at any time through the link provided. The link is also in the weekly newsletter (Patriot Update).	Parents	Principal
Communication Folder (designated grade levels)	Provides a two-way communication for paper notes, graded work, items to return to school, flyers, etc.	Daily	Parents	Teachers, Parents, Students
Parent-Teacher Conferences	Provides a time to discuss with parents, their student's progress. Parents are also encouraged to request conferences as needed.	At the end of the 1 st quarter and as needed.	Parents	Teachers, Parents
Graded Work/Tests with Feedback	Informs parents and students of grades on current assessments and work.	As Needed	Parents and Students	Teachers
ASPEN (for grades)	Keeps parents and students updated on current grades of assignments completed.	Updated once a week	Parents and Students	Teachers, Parents
Phone Call/Email/Patriot Pat on the Back	Keeps parents updated on student's progress. Two-way communication via phone and email is encouraged.	As Needed	Parents	Teachers, Parents

Academic Communication continued				
STRATEGY	PURPOSE	TIMELINE	AUDIENCE	PERSON(S) RESPONSIBLE
Report Cards/Progress Reports	Informs parents of the student's progress.	Report Cards and Progress Reports are sent home each quarter.	Parents and Students	Teachers
Academic Events	Provides parents with an insight into the curriculum, standards and other instructional information. Parents will be given information regarding what students should learn and be able to do in academic subjects.	Annually	Parents	Principal and Staff

Staff Communication (Internal)				
STRATEGY	PURPOSE	TIMELINE	AUDIENCE	PERSON(S) RESPONSIBLE
Staff Meeting	Provides time for the staff to communicate regarding the successful operation of the school. Ensures that all staff hear the same message and have an opportunity to stay connected.	Monthly and as needed	All Staff	Principal
PLC's	Provides time for staff members to participate in focused collaboration.	Weekly	Teachers	Teachers, Principal
Weekly Communicator	Keeps all staff informed of events, activities and suspension dates in the school. Ensures all staff receive the same communication.	Weekly	All Staff	Principal
Early Release Professional Development and 8 th Hour	Ensures that staff are highly trained in their job specific duties.	Weekly	All Staff	Principal
Staff Handbook	Informs staff of the policies, procedures, and DoDEA regulations for Fort Jackson Schools.	Annually	All Staff	Principal

Staff Communication (Internal)				
STRATEGY	PURPOSE	TIMELINE	AUDIENCE	PERSON(S) RESPONSIBLE
Office Staff Handbook	Informs office staff of the specific expectations for operations.	Annually	Office Staff	Principal

Email (Outlook)	Communicates specific information. Respond to emails within 24-48 hours when on duty.	As Needed	All Staff	All Staff
VOICE for staff members & VOICE Input	Provides a means of the staff communicating anonymously with administration and the leadership team.	As needed The staff has access to the link at all times. The link is provided in the weekly newsletter. The VOICE Input document provides all comments and responses for the staff to review (transparency)	All Staff	Principal & CSI Team

School-wide Communication (External)

STRATEGY	PURPOSE	TIMELINE	AUDIENCE	PERSON(S) RESPONSIBLE
CCP Patriot Update	Provides all stakeholders with school-wide information regarding academics, events, activities and updates within the school.	Weekly Stakeholders may access the link at any time to read the update.	Parents, staff, community	Principal
ASPEN Email	Informs parents of timely and/or specific information. Parents are encouraged to also email teachers, principal, or office staff as needed.	As Needed	Parents	Teachers, Parents, Principal
School Website	Provides communication with stakeholders regarding academics, events, activities and updates within the school.	Updated Monthly	All Stakeholders (parents, staff, students, community)	School Website Manager
Sneak A Peak	Provides an opportunity for parents to meet the teachers and staff before school begins.	Annually (beginning of school year)	Parents and Students	All Staff
Facebook	Provides a way to show what students are learning and doing within the school. Provides event information.	Posts are made on a weekly basis	All Stakeholders	Facebook Team
Flyers	Communicates to stakeholders specific events (school wide or grade level).	As Needed	All Stakeholders	Grade Level Team, Main Office Staff, Principal, Communication and Engagement Committee
Student/Parent Handbook	Informs parents and students of operations and protocols for the school.	Annually	Parents and Students	Principal, Main Office Staff

**School-wide Communication (External)
continued**

STRATEGY	PURPOSE	TIMELINE	AUDIENCE	PERSON(S) RESPONSIBLE
Marquee sign	Communicates visually all school-wide events, activities, school closings, and other information.	As Needed	All Stakeholders	Main Office Staff
Everbridge	Communicates school-wide events as needed. Communicates emergency and immediate information.	As Needed	All Stakeholders	Principal, Main Office Staff
Community Information Exchange (CIE)	Provides updates to the community with overall school information.	Quarterly or as scheduled by installation	All Stakeholders	Principal
VOICE & VOICE Input for parents	Provides a means for parents to communicate anonymously with administration. The VOICE Input document provides all comments and responses for parents to review (transparency)	As needed Parents have access to the links at all times. The links are provided in this document and in the Patriot Update (weekly newsletter).	All Parents	Principal