

## **Haughton Middle School Communication Expectations**

At HMS, we strive to have open communication with our parents and community. Our school utilizes many tools to ensure we are communicating effectively.

### **Email**

Our parish has provided all employees with a Bossier parish email address. Emailing our employees for more information, concerns, praises, or needs is a great way to get in touch with us. Our email addresses all follow the same template:

[Firstname.Lastname@BossierSchools.org](mailto:Firstname.Lastname@BossierSchools.org). HMS strives to return emails within 24 hours. This does not include weekends or holidays.

### **Phone Calls**

All teachers and administrators have a school number you can utilize. Our teachers generally have their phones turned off unless it is their planning period. You are welcome to leave a voicemail. Our teachers are asked to return your call within 24 hours. This does not include weekends or holidays.

### **Bossier Parish App & Edurooms**

Our Bossier Parish App is new to us, but HMS has embraced it. HMS pushes out information on the live feed portion of our App almost daily. We share pictures, upcoming events, announcements, and Buccaneer Business. We also have our school calendar linked to ensure parents are aware of events.

Eduroom is part of the App. Teachers are able to push information about their classes out in Edurooms. Teachers can also message parents as well from this tool. Teachers are asked to respond within 24 hours. This does not include weekends or holidays. Most communication between parents and educators will be between 7 am and 3:30 pm.

### **HMS Facebook Page**

Our school utilizes our facebook page often to show off the accomplishments of our students. Often you can view our students enjoying HMS or learn about upcoming events. This is a positive page and unnecessary comments will be removed. Our social media page is to promote the fun our students are having. We do NOT use this as a communication tool to talk about school issues, individual student issues, or concerns. For those matters, please email or call the appropriate person. Teachers and administrators are unable to answer questions through facebook messenger. This includes their personal facebook accounts.

## Extracurricular Events

Please remember that many of our teachers and staff are also parents to school aged children. We ask that you are mindful of this when you see them at extracurricular events. They love to talk about their students; however, please allow them to be present for their own children when outside of normal school working hours. Additionally it is difficult to ensure confidentiality when talking in public areas.