



# Central Cass Communication Plan

The Central Cass School District's comprehensive communication plan will ensure two-way communication strategies with all stakeholders. The communication plan will be transparent and inform all stakeholders of district decisions and activities.

## School District's Communication to Stakeholder

Type of Communication	Timeline:	Where Information will be Posted/Shared:				
		Website	Facebook	E-Mail or SeeSaw (Elementary)	Phone Call	Casselton Reporter
Emergency Announcements	As needed	✓	✓	✓	✓	
Late Start and Early Dismissals or School Closures	As needed	✓	✓	✓	✓	
District Newsletters	Back to School and Mid-year	✓	✓	✓		
Teacher Newsletters and/or Communication (Grades Pre-K – 4)	Monthly			✓	✓	
Teacher Communication (Grades 5 – 12)	As needed			✓	✓	
School-Wide Flyers, Reminders & other Material	Ongoing	✓	✓	✓		
School-Wide Celebrations & Announcements	Ongoing	✓	✓	✓		✓
School Calendars & Activities Schedules	Ongoing	✓				
Student Handbooks	Yearly	✓				

Note: the matrixes listed on our Communication Plan are guides. Every effort will be made to adhere; however circumstances may dictate deviations. Extra and Co-curricular communications may vary depending on coach or director. Please visit with them to know their preferred methods of communication.

## Teacher/School to Student/Parent Communication Plan

Type of Communication	Purpose:	Timeline:	Audience:	Person Responsible for Communication:
Open House/ Back to School Night	Introduce parents and students to a new school year and curriculum procedures for success.	Annually, beginning of the year	Parents, Students, Teachers, and Admin	Administration and Webmaster
Parent-Teacher Conferences	Individual meetings to discuss student progress and academic growth and concerns.	Biannually and as needed	Parents, Teachers, and Admin	All Teachers and Admin
Student Progress Reports & Report Cards	Communicate successes and challenges to parents and students.	Qu. (MS and HS) Tri and Mid (Elem)	Parents and Students	All Teachers
PowerSchool and PS Daily Announcements	Keep students and parents updated on academic progress and happenings.	Ongoing	Students and Parents	All Teachers
Graded work, tests, assignments sent home	Keep students and parents updated on academic progress.	Ongoing	Parents and students	All teachers
Office 365 Email Accounts	Communicate and respond to parent and patron questions and concerns.	Checked Daily	All Admin, Teachers, Staff, Parents, and Students	All Admin, Teachers, and Staff
Teacher Phone Calls	Communicate successes and challenges to parents and families.	As needed	Parents	All Teachers
School Marque Sign	Change message regularly to reflect upcoming events and important school information.	Ongoing	Staff, Students, Parents, and Community	School Staff assigned by Admin
School Webpage	Keep current and vital school information updated on the website with curriculum news.	Ongoing	Current and Prospective Staff, Students, and Parents	Webmaster
School Facebook Page	Post-newsworthy events and information.	As needed	Current and Prospective Staff, Students, and Parents	Administration and Webmaster
Blackboard Connect	Mass calling, email and texting system to notify parents of events at school.	As needed	Parents	Administration and Webmaster
School Wide Newsletters	List Announcements and reminders of important dates and information.	Biannually	Students and Parents	Administration and Webmaster
SeeSaw App (Elem) Edmodo (MS/HS)	Keep students and parents updated on academic progress and school happenings.	Ongoing	Students and Parents	All Teachers

## Administration/Teachers/Support Staff Internal Communication

Type of Communication	Purpose:	Timeline:	Audience:	Person Responsible for Communication:
Office 365 Email Accounts	To communicate between staff.	Checked Daily	All Admin, Teachers, and Staff	All Admin, Teachers, and Staff
Admin to Teacher Newsletters	Announcements and reminders of important dates, expectations, and information.	Weekly	Teachers and Staff	Administration
Staff Handbook	Communicate updates of policies and procedures relevant to staff.	Annually	Teachers	Administration
PN Agreement	Communicate updates of policies and procedures relevant to staff.	Every two years	Teachers and Admin	Business Office, Administration, and School Board
Faculty Meetings	Open communication with staff regarding news updates, professional development, and school wide calendar.	Monthly	Teachers	Administrators
Grade Level Meetings	Teachers meet to discuss curriculum issues and concerns and student data.	Elem. and MS -Daily HS- Weekly	Administration, Teachers, and Students	All Administration and Teachers
ALT, SLT, and Technology Meetings	Teachers and administration meet to discuss Academic, Leadership, and Technology celebrations, issues and concerns.	Monthly as needed	Administration and Teachers	Administration and Teachers