

**Social Circle Elementary School**  
**COMMUNICATION PLAN**  
**2021-22**

**Agendas** will be used daily to communicate:

Upcoming events such as quizzes/tests/assemblies/recognitions

Daily homework for individual classrooms

\*Students will be responsible for recording information in the agenda daily. Book titles can be recorded daily by students.

\*Teachers will be responsible for checking the agenda daily and communicating with parents either in writing or through a phone call if the child is not doing his part.

**Wednesday Folders**

Graded papers - signed by the parent and returned (Staple papers, and attach a parent signature form/stamp)

Announcement flyers

Progress reports/Report Cards

**Teacher's Weekly/Monthly Newsletters**

Current topics of study by content area

Announcements (PTO, school events, etc.)

Homework/Quizzes/Tests

Exploratory Schedule

Upcoming team events - projects, novel studies, parties

\*Find out how parents would prefer to get the newsletter.

\_\_\_\_\_ Paper copy    \_\_\_\_\_ Electronic    \_\_\_\_\_ Language other than English

**Website**

Resources

Teacher Contact information

Useful links by content area for enrichment

\*Any general notification (such as SSA, PTO, FEC) should have a header with Social Circle Elementary School at the top. (Not SCES)

**DOJO**

Daily behavior report (with notes when necessary)

Classroom Reminders

Individual Parent contact (behavior, assignments, questions, etc.)