

Communications Plan School Year 2009-10

When schools and families work together, students perform better in school. Good communication between parents and teachers is needed in order for your child to succeed.

Arthur Middleton Elementary School's vision is that it is a school where:

- eager children are engaged in purposeful creative learning
- there is a family atmosphere of mutual respect and appreciation for one another and for visitors
- the principal has an open door policy
- there is pride inside and outside
- a wide range of valuable resources are available to students, staff, and parents.

Good communication does not just happen. It requires planning. In order to keep parents more informed during the school year, Middleton has developed a communication plan. The plan outlines how you can contact your child's teacher, keep up-to-date with your child's progress and participate in important events at the school.

- 1) Arthur Middleton Elementary School will provide regular information about the school and students to parents.
- "Tuesday" Folders will be sent home each week to parents. Items in the folder will vary each week; however, contents may include:
 - Weekly samples of your child's class work
 - Newsletters
 - PTO Information
 - Notices of school events
 - Invitation to recognition ceremonies
 - Community flyers, which have been pre-approved by the school system for distribution. The school system does not endorse any of the programs advertised in the flyers.
 - The school web site (www.ccboe.com/middleton) will be kept up-to-date. Information included on the web includes:
 - Calendar (look for important events such as class pictures, Grandparents' Day activities, orientations)
 - Middleton Messenger (school newsletter)
 - Staff Directory (names, titles, voice mail numbers, e-mail for all staff members)
 - Teacher Web Pages (Voluntary sites set up by some teachers)
 - Parent Information (School Supply lists, daycare information, fundraising events and more)
 - Instructional Technology (links for students, library research from home, K-5 computer lab activities, great web sites for kids and more)

- Links to school lunch menus
 - Links to Middleton's test scores
 - A school newsletter, the Middleton Messenger, will be published monthly.
 - Newsletter will be sent online during the first week of each month.
 - A quarterly awards ceremony will be held so students are recognized for their accomplishments in the areas of academic achievement, personal responsibility and career readiness:
 - Dates for the recognition will be posted in advance in the Middleton Messenger.
 - Parents of students being recognized will be notified with a postcard announcing the recognition. The postcard will be sent home in a Tuesday Folder shortly after report cards are distributed.
2. Teachers and parents need to work together to ensure the academic success and personal development of all students. Parents and teachers can communicate in a number of ways. These include:
- Daily Agenda Book for Grades 2-5 (parents should check this every evening. Homework assignments as well as occasional notes about your child's day will be written here. Parents may also send written notes to the teacher's attention in the book).
 - Voice Mail (All teachers have access to voice mail. Parents can expect a response from the teacher within a 48-hour period, as long as the teacher is in school the day the message is left.
 - E-mail (All teachers also have e-mail accounts. E-mail addresses are also listed on the staff directory page on our Web site. Parents can expect a response from a teacher within 48 hours.
 - All teachers will develop a grade-level syllabus outlining classroom procedures, discipline procedures and a long-range look at class work.
 - Information parents can expect from teachers on a regular basis includes samples of class work, progress reports if there is a drastic change in a child's grade or a concern, and behavioral reports if an unacceptable behavior pattern appears to be developing.
 - Report cards are distributed four times a year. The first report card, which will be distributed on Nov. 5, requires that parents schedule a conference with teacher.
 - Parent conferences can be scheduled on an as-needed basis.
 - Visits to the school are encouraged. Visits to the classroom must be scheduled in advance.
 - PTO meetings (One of the best ways to keep up with school activities and your child's progress is to get involved. There are many ways to volunteer or get involved at the school).
3. Inclement weathers and emergencies sometimes cause a change in the school schedule.

Parents can receive notification in the following ways:

- All emergency announcements are placed on the school system's information lines. Call 301-934-7410 or 301-932-6656 for the most up-to-date information on closings or early dismissals.
- Television and radio stations listed in the Parent Handbook/Calendar are notified of any changes to school schedules.
- Register for schoolsout.com through the Charles County Public Schools web site to receive e-mail notification of closings or early dismissals.
- No announcements are made if schools are open.

