

## Communication/Written Materials

Respond Y = yes      N = No

- The school provides clear information in a language and manner (free from educational acronyms and verbage) that is easy to understand.
  - The school provides a suggestion box or other method of receiving direct parent input.
  - The school provides curriculum plans for each grade level.
- Our school newsletter includes:**
- Calendar with events posted
  - Student activity information
  - Volunteer information
  - School policy information
  - Curriculum and program information
  - Recognition of students, families, and community members
- Folders or other method is used to inform families of student work on a weekly or monthly basis for parent review and comment.
  - Opportunities exist for two-way communication.
  - Teachers send home positive messages about students on a regular basis.
  - Parents have access to names and telephone numbers/email addresses of school staff
  - The school voicemail has automated messages in English and Spanish
  - Meeting notes or other information is made available to families who were unable to attend.
  - The school bulletin boards provides updated information on school events, policies, procedures, and/or other pertinent information.
  - Our school follows an established procedure of returning calls within 24 hours.
  - Our school follows an established procedure of responding to emails within 24-48 hours.
  - Our school provides translators for meetings and conferences.

**The school website provides information about:**

- School events**
- Parent Resources (educational websites, math assistance, reading support)**
- Individual classroom or grade level information**
- Curriculum information**
- On-Line Grades**
- Parent Resource Center (introduction of Parent Liaison, Center hours, purpose, class schedules, workshops, etc)**
- Our school highlights special programs and achievements in newsletters, student handbook, website, etc. (Special Education, Music, ELL, Head Start, etc.)**
- Collaboration between the school and parent organization (PTA/PTO) is showcased.**
- Parent and community volunteers are frequently recognized.**
- New students and their families are officially welcomed.**
- Opportunities exist for two-way communication.**