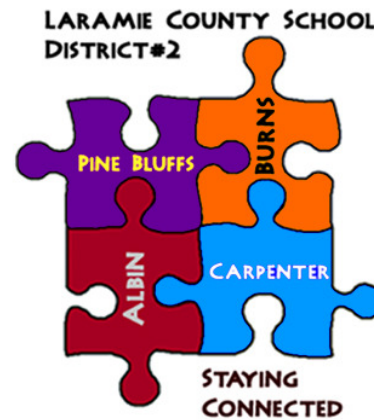


LARAMIE COUNTY SCHOOL DISTRICT 2

COMMUNICATION PROTOCOL



January 2008

**In addition to the many staff and community patrons who provided input,
a special thanks goes to the Superintendent's Advisory Committee Members
for their help in developing the attached protocol.**

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Statement of Purpose: It is the purpose of this plan to provide a planned, systemic means of effective communication with the community and school system patrons within Laramie County School District 2.

District Communication Policy: It is the policy of Laramie County School District 2 to ensure that all patrons receive necessary information in a timely fashion and in an appropriate language and format.

District Communication Strategies:

- ✓ District website: web.lrm2.k12.wy.us
- ✓ Email (see email addressed on the website)
- ✓ Telephone (including automated calling tree)
- ✓ Newspaper (Pine Bluffs Post and school newspapers)
- ✓ Newsletters (district calendar, building newsletters, teacher newsletters)

(Note: regular efforts will be made to ensure communication with patrons who are not fluent in English.)

District Communication Procedures:

FROM	TO	PROCEDURES/TIMELINES
Board Members	News Media	<ul style="list-style-type: none"> • The chair will respond to, or forward to the Superintendent, requests by the news media.
	Superintendent	<ul style="list-style-type: none"> • The chair and/or vice-chair will forward appropriate items to the Superintendent for the board meeting agendas. • Only board members, as a whole, will make requests for information from the Superintendent or administrators.
	District Patrons	<ul style="list-style-type: none"> • The Board will accept patron comments during any COW or regular board meeting. • Board members will thoroughly discuss agenda items at COW meetings each month. • Board members will be available by email or phone to all district patrons. • Board members will hold one community forum in each community each year.
	Parents	<ul style="list-style-type: none"> • Each board member will annually visit at least one parent group during the school year. • Board members will refer parents who have complaints through the chain of command, starting at the lowest level.
	All Staff	<ul style="list-style-type: none"> • Each board member will attend at least one all-staff meeting each year. • Each board member will annually visit at least two schools during the school year.

		<ul style="list-style-type: none"> • Board members will refer staff who have complaints through the chain of command, starting at the building administrator level. • Board members will host all new staff at a board meeting in the fall of each year.
	Legislators	<ul style="list-style-type: none"> • Board members will visit with Laramie County Legislators on issues addressed in statute or potential statutes that impact the district.
Superintendent	News Media	<ul style="list-style-type: none"> • The Superintendent will respond to requests by the news media within two days. • The Superintendent will provide district program updates (as presented at Board meetings) to local news media.
	Board Members	<ul style="list-style-type: none"> • The Superintendent will schedule updates on programs and activities at board meetings. • The Superintendent will be in regular contact with the Board Chair, and as appropriate, with other Board members.
	District Patrons	<ul style="list-style-type: none"> • The Superintendent will distribute a monthly calendar and include general district information and Q/A on policy/procedure areas. • The Superintendent will attend town council meetings at least once a year. • The Superintendent will post Board agendas on the website at least Monday prior to the COW meeting and Board minutes the day after Board approval at the following month's Board meeting.
	Parents	<ul style="list-style-type: none"> • The Superintendent will respond to contacts from parents as soon as possible. • The Superintendent will refer parents who have complaints through the chain of command, starting at the lowest level.
	Administrators	<ul style="list-style-type: none"> • The Superintendent will regularly discuss district issues with administrators by email or at the weekly Administrators' meeting. • The Superintendent will discuss specific building issues with the building administrator as soon as possible. • The Superintendent will gather input from administrators, when appropriate, before making district-level changes, and have administrators gather input from staff members, when appropriate, before making changes that will affect staff.
	Other Staff	<ul style="list-style-type: none"> • The Superintendent will attend at least one staff meeting each year at each building. • The Superintendent will visit classrooms periodically throughout the school year.

		<ul style="list-style-type: none"> • The Superintendent will arrange an informational meeting each semester with staff at each building.
	Legislators	<ul style="list-style-type: none"> • The Superintendent will visit with Laramie County Legislators on issues addressed in statute or potential statutes that impact the district.
Principals and Program Administrators	Board Members	<ul style="list-style-type: none"> • Administrators will provide Board members updates at board meetings at least once each year about building programs and improvement plans. • Administrators will participate in an annual Board retreat to assist in developing goals.
	Superintendent	<ul style="list-style-type: none"> • Administrators will keep the Superintendent informed of specific building/program issues that have a district impact as soon as possible.
	District Patrons	<ul style="list-style-type: none"> • Administrators will provide a written feature story to the local when presenting an update at a Board meeting.
	Parents	<ul style="list-style-type: none"> • Principals will arrange an annual tutorial training for parents on PowerSchool. • Principals will notify parents, by phone and by mail, of suspensions (in-school and out-of-school), repeated discipline issues, and whenever a student has 5 absences. • Principals will meet with parents of any Junior-level student who is at-risk of not graduating. • Principals will notify parents at least one week prior to Board meetings when their child(ren) will receive special recognition. • Administrators will respond to contacts from parents as soon as possible.
	Staff	<ul style="list-style-type: none"> • Principals will communicate all appropriate information from weekly Administrator meetings and monthly board meetings to staff within the week. • Principals will hold staff meetings with teachers at least twice a month and with all staff twice a year; program administrators will hold staff meetings at least twice a year. • Administrators will discuss specific issues with the appropriate staff member as soon as possible. • Administrators will gather staff input, when appropriate, prior to making building/program level changes.
	Secretaries	<ul style="list-style-type: none"> • Administrators will provide their current calendar/meeting information to secretaries.
	Students	<ul style="list-style-type: none"> • Principals will distribute approved student handbooks each year to all students.

		<ul style="list-style-type: none"> Principals will invite and recognize students for statewide accomplishments at Board meetings.
Secretaries	Central Office	<ul style="list-style-type: none"> Secretaries will ensure daily pick-up and drop-off of inter-office mail. Secretaries will provide information for the monthly district calendar.
	Principal	<ul style="list-style-type: none"> Secretaries will keep the Principal informed of specific building issues that have a building impact as soon as possible.
	All Staff	<ul style="list-style-type: none"> Secretaries will email staff a daily update about changes in class schedules, special events, special meetings and substitutes who subbing that day. Secretaries will post a weekly calendar and appropriate information in building lounges, email the information, or put it in staff mailboxes..
	Parents	<ul style="list-style-type: none"> Secretaries will post a weekly building calendar and information update on the website and check it daily to ensure it remains accurate. Secretaries will notify parents of snow days and other urgent information using the automated caller system. Secretaries will use bright, colored paper to send home important information to parents.
	Students	<ul style="list-style-type: none"> HS secretaries will notify students of parent calls via the intercom only at the beginning of the class period; elem secretaries will notify students before or after the lunch period.
Building Staff	Administrators	<ul style="list-style-type: none"> Building staff will keep the Principal and any other appropriate Administrator informed of specific student/parent/program issues that have a building or district impact as soon as possible. Teachers will get approval from Principals for all off-campus activities with students.
	Other Staff	<ul style="list-style-type: none"> Teachers will provide other appropriate staff as soon as possible when unable to attend scheduled meetings (IEP meetings, cluster meetings, curriculum meetings, etc.) Teachers will have instructional plans available for substitutes. Teachers will inform secretaries about any field trips and guest speakers for their classes.
	Parents	<ul style="list-style-type: none"> Teachers, sponsors and coaches will provide parents as soon as possible, using the automated caller system, of changes to schedules. Teachers will update grades and note missing assignments in PowerSchool at least every two weeks (parents without internet access may request grades to be sent in the mail).

		<ul style="list-style-type: none"> • Teachers will respond to parent calls and emails within a day if possible. • Teachers will use daily planners, (or folders at the elementary level) when appropriate, to have students relay class information and homework assignments. • In addition to parent/teacher conferences, teachers will give positive feedback to parents at least once a year on each student. • Teachers will notify parents of all off-campus activities with students. • Teachers will schedule individual parent conferences as needed during the year. • HS counselors will provide graduation progress reports each quarter for all 9-12 students.
	Students	<ul style="list-style-type: none"> • Teachers will provide all students a list of expectations for each class. • Teachers will update grades and note missing assignments in PowerSchool at least every two weeks.
Bus Drivers	Parents	<ul style="list-style-type: none"> • Bus drivers will notify parents 2-3 days prior to the beginning of school of the pickup and drop-off times for their particular routes. • Bus drivers will inform the dispatcher (who will notify parents) of any schedule changes.
Parents	Teachers	<ul style="list-style-type: none"> • Parents will read student planners daily for assignments and upcoming tests. • Parents will regularly check grades on PowerSchool or by calling a teacher. • Parents will follow the chain of command when concerned about a teacher by first contacting the teacher and then follow through with the principal if not satisfied. • If parents of elementary students know of an upcoming absence, they will notify the teacher and ask for make-up assignments ahead of time.
	Bus Drivers	<ul style="list-style-type: none"> • Parents will inform the dispatcher (who will notify the bus driver) each day if there is a change in riding status for their child(ren). (dispatcher is on duty 5:45 am -5:15 pm) • Parents will inform the bus driver or the school secretary (who will notify the bus driver) of any change needed regarding daily riding status for their child(ren).
Students	Principal	<ul style="list-style-type: none"> • Students will immediately report any harmful situations to the Principal (or a teacher).
	Teachers	<ul style="list-style-type: none"> • High School students will regularly check their grades in PowerSchool and meet with a teacher whenever they fall below a “C” average to develop a plan for improvement. • Students who are absent will get make-up assignments from their teachers.
	Parents	<ul style="list-style-type: none"> • Students will keep planners updated with assignments and upcoming tests.

