

Family Communication Plan

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Audience	Communication Objective	Intended Message	Media	Timing
Parents, families, and guardians	Families are aware of class expectations and policies.	Families can help educate their children about the importance of upholding classroom expectations and policies.	Take-home letter to families, or through an email.	The beginning of the year.
Parents, families, and guardians	Families are aware of major tests and assignments.	Families are aware of major academic assessments, so that they can better work with students to succeed in class.	Edline, a website that parents can access where teachers can post course information.	Throughout the year, but especially in the week(s) prior to major tests/assignments.
Parents, families, and guardians	Families are aware of student disciplinary issues, and corresponding action.	Families understand the disciplinary action and consequences for students, can help prevent or understand course of action.	Take-home letter to families, or through an email; or at a Back-to-School Night-type setting.	The beginning of the year.
Parents, families, and guardians	Families are aware of everyday classroom activities, ongoing lessons, unit plans, etc.	Families know what their students are learning about, how the classroom functions, etc.	Edline, and newsletters written in part by the teacher and the students, which describe daily classroom activities and assignments.	Edline will be actively updated throughout the week, and the newsletter will be sent out monthly.