

Communication Plan

Because there can be no understanding without communication, I feel it is very important to keep in touch with administration, students, and parents as often as necessary. I plan to send parents and students a weekly preview and review in the form of a weekly newsletter, Table Talk. In this way, we can all be on the same page with where my students have been and where we are headed with regard to academic goals. This opens up a dialogue where students and parents can discuss what is happening in science class over the dinner table. Suggestions for discussion will be included as well as preliminary lesson plans and their topics. Communication with parents will also be utilized to provide celebrations of student achievement. Hopefully, this will provide a habit of praise for hard work at home as well as in the classroom. Emails, phone calls, newsletters, and in-person conferences will build relationships that will benefit students. Additionally, when students are having trouble with content assimilation or behavior issues, immediate contact will be initiated with the parents, and administration will be notified according to district guidelines.