

MCKENZIE COUNTY PUBLIC SCHOOL DISTRICT #1 COMMUNICATIONS PLAN

McKenzie County Public School District #1's comprehensive communication plan will ensure two-way communication strategies with all stakeholders. The communication plan will be transparent and inform all stakeholders of district decisions and activities.

MCPSD#1's Communication to Stakeholder

Where the Information will be Posted/Shared:

Type of Communication	Timeline:	Website	Facebook	Email	Phone Call	In Person & Google Drive (MS & HS)
Emergency Announcements	As needed	✓	✓	✓	✓	
Late Start and Early Dismissals or School Closures	As needed	✓	✓	✓	✓	
District E-Newsletter	Monthly	✓	✓	✓		
Teacher Newsletters and/or Communication (Grades K-5)	Bi-weekly					✓
Teacher Newsletters and/or Communication (Grades 6-8)	Weekly					✓
Teacher Newsletters and/or Communication (Grades 9-12)	Bi-Weekly			✓		✓
School-Wide Flyers, Reminders & Other Material	Ongoing	✓	✓	✓		
School-Wide Celebrations & Announcements	Ongoing	✓	✓	✓		
School Calendars & Activities Schedules	Ongoing	✓				
Student Handbooks	Yearly	✓				

Note: the matrixes listed on our Communication Plan are guides. Every effort will be made to adhere; however, circumstances may dictate deviations. Extra and Co-curricular communications may vary depending on coach or director. Please visit with them to know their preferred methods of communication

Teacher/School to Student/Parent Communication Plan

Type of Communication	Purpose:	Timeline:	Audience:	Person Responsible for Communication:
Open House/ Back to School	Introduce parents and students to a new school year and curriculum procedures for success.	Annually, beginning of the year	Parents, Students, Teachers, and Admin	Communications Coordinator
Parent-Teacher Conferences	Individual meetings to discuss student progress and academic growth and concerns	Biannually and as needed	Parents, Teachers, and Admin	All Teachers and Admin
Student Progress Reports & Report Cards	Communicate successes and challenges to parents and students.	Quarterly	Parents and Students	All Teachers
PowerSchool and PS Daily Announcements	Keep students and parents updated on academic progress and happenings	Ongoing	Students and Parents	Secretaries, Communications Coordinator
Graded work, tests, assignments sent home	Keep students and parents updated on academic progress.	Ongoing	Parents and Students	All Teachers
Office 365 and Gmail Email Accounts	Communicate and respond to parent and patron questions and concerns	Checked Daily	All Admin, Teachers, Staff, Parents, and Students	All Admin, Teachers, and Staff
Teacher Phone Calls	Communicate successes and challenges to parents and families.	As needed	Parents	All Teachers
School Marque Sign	Change message regularly to reflect upcoming events and important school information.	Ongoing	Staff, Students, Parents, and Community	Communications Coordinator
School Webpage	Keep current and vital school information updated on the website with current news.	Ongoing	Current and Prospective Staff, Students, and Parents	Communications Coordinator
District's Facebook Page	Post newsworthy events and information	As needed	Current and Prospective Staff, Students, and Parents	Communications Coordinator
Dojo (K-5) Remind & Google Sites (MS) Email (HS) Instant Alerts (All)	Keep students and parents updated on academic progress and school happenings.	Ongoing	Students and Parents	All Teachers

Administration/Teachers/Support Staff Internal Communication Plan

Type of Communication	Purpose:	Timeline:	Audience:	Person Responsible for Communication:
Office 365 and Gmail Email Accounts	To communicate between staff.	Checked Daily	All Admin, Teachers, and Staff	All Admin, Teachers, and Staff
Admin to Teacher Newsletters	Announcements and reminders of important dates, expectations, and information	Weekly	Teachers and Staff	Administration
Staff Handbook	Communicate updates and policies and procedures relevant to staff.	Annually	Teachers	Administration
PN Agreement	Communicate updates of policies and procedures relevant to staff.	Every two years	Teachers and Admin	District Office, Administration, and School Board
Faculty Meetings	Open communication with staff regarding news updates, professional development, and school wide calendar.	Bi-weekly	Teachers	Administration
Grade Level Meetings	Teachers meet to discuss curriculum issues and concerns and student data.	Weekly	Administration, Teachers, and Students	All Administration and Teachers
Leadership Meetings	Teachers and Administration meet to plan and achieve building level goals.	Monthly	Administration and Teachers	Administration and Teachers

Addendum

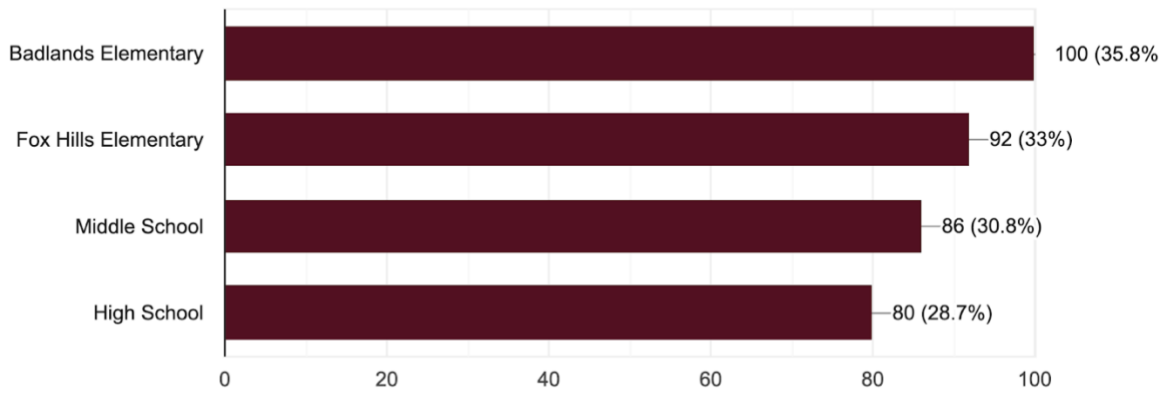
Communication Survey Results

Sent out to all families in the district on 9/7/21

279 Responses

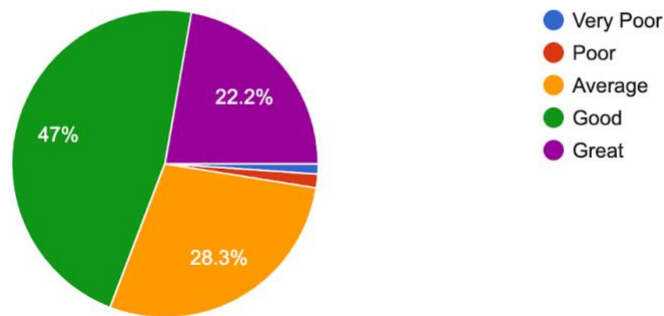
Which school(s) do you have a student in?

279 responses



Overall, the communication you receive from the school district is:

279 responses



Very Poor: 3

Poor: 4

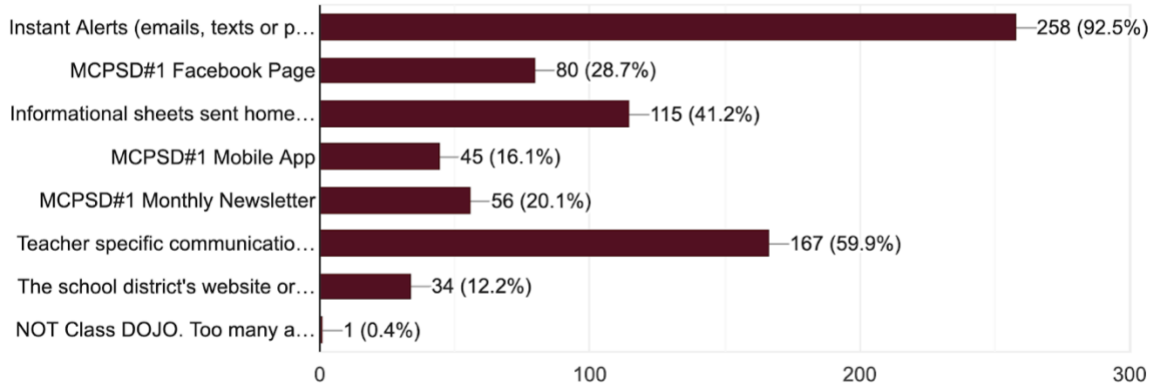
Average: 79

Good: 131

Great: 62

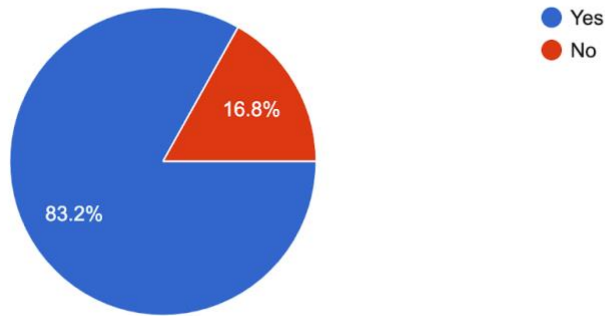
What is your preferred method of communication from the District? Check all that apply.

279 responses



Do you utilize the District's website and/or the individual schools' websites to find information?

279 responses

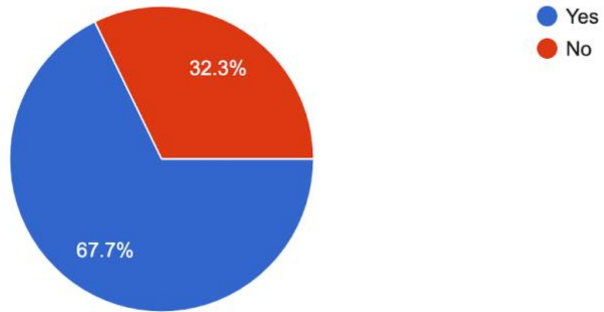


Yes: 232

No: 47

Do you follow the District on Facebook?

279 responses

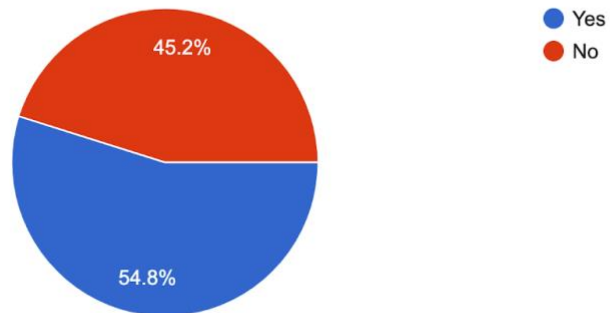


Yes: 189

No: 90

Do you have the School District's mobile app?

279 responses

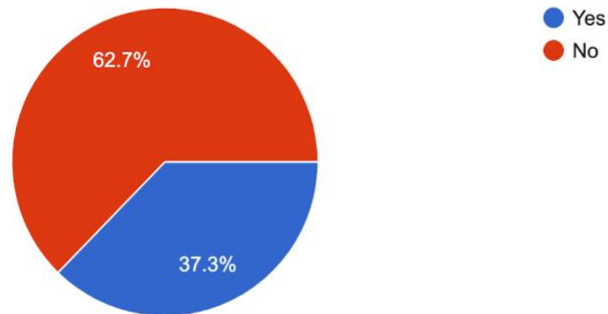


Yes: 153

No: 126

If the School District created an Instagram Account would you follow it to get information?

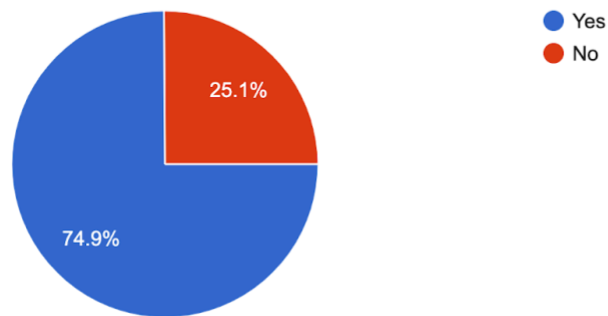
279 responses



No: 175
Yes: 104

Would you be willing to attend any open house or parent nights to stay informed about building level curriculum or educational items?

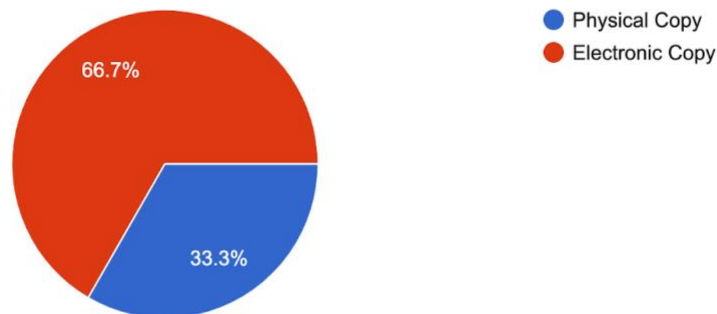
279 responses



Yes: 209
No: 70

Do you prefer a physical copy of the newsletter or other communications versus electronic?

279 responses



Electronic: 186

Physical: 93

What other feedback would you like to provide the District with in regards to communication to parents/guardians?

- Good communication
- What happened to Family Tree? It was similar to facebook but not overwhelming. Super frustrated over the multiple apps or information being put on Facebook and not on the app. Not everyone has facebook!!
- You need to stop keeping secrets about covid ! We have numerous sick kids out and no one is contact tracing or close contacting.
- I think communication from the school district is pretty good. I'd love to hear more info about covid cases, especially regarding teachers and students. My son's teacher was out until this week, with no word from the district, but heard through the grapevine that it was due to covid. I completely understand and am not complaining about the teacher being off work for whatever reason, but would have appreciated a quick note to say when she would be returning!
- I would love it if there were an open house or meeting regarding school based information. I think now because the community is so on edge it would ease anxiety about where things stand as far as covid and critical race theory.
- so far, it's been pretty good. Thanks!
- Would like the Honeywell system to be utilized more. Ie... important info for or regarding seniors and events for seniors
- I feel the more ways to communicate the better. Text email phone call website Facebook Instagram there are times when I don't get to check my email or Facebook so the text is very important but then the piece of paper the child brings home is also equally as important because you see it and you can hang it somewhere
- Please send a paper or email for news. not just Facebook or social media. i normally dont check my phone until later in the day.
- The Class dojo app is nice to see classroom updates.
- My only complaint is the automated calls for absent/tardy notification. It doesn't always say which student was absent/tardy.
- I personally feel the district page is hard to find things. Maybe because im not used to reviewing the page regularly. Before school began i stumbled across information on Facebook and i felt it would have been better presented/reminder sent via text or email!

- I often miss events/happenings because it's not emailed or sent home with kids - seems some things are only shared on Facebook and I miss a lot of things there.
- Just because a student is in high school doesn't mean they get the messages home. It is a learning process.
- Better communication of my child's bus route... Would love to know where is she being drove around to for over an hour a day!
- I wish I knew if someone in my child's class tested positive for COVID. If you can't do it by classes, I don't know why you can't break down the numbers by grades at least. Your dashboard doesn't do much for my peace of mind. I do wish I could see some sort of lesson plans, even just the basics from my student's teachers. He comes home telling me that he gets to play on his computer all day long, which seems ridiculous for a 7 year old.
- I've asked multiple times for my student's father to be added to the newsletter/instant alerts, and he still does not get them. I have to forward everything to him. I don't know why only the moms are included in this, but that seems silly.
- I think communication has been the best this year in the 4 years we've attended. I appreciate the email newsletter the most, but I think the FB app is big for some. I also use the app to try to find info. I didn't know the individual schools had websites.
- Stop putting important information on google classroom. Parents never hear about it because their kids don't tell them and us parents don't have their login info to access it. Tried all year last year and still can't access anything on google classroom it's a joke
- Weekly COVID updates
- Counseling or someone for Faith or any student to talk to about anything bothering them could improve. Making a point to ask each if something is bothering them and take it seriously
- None you do a GREAT job!!
- If students need to serve after school detention, call the parents and let them decide what day they will be serving. Do not ask the children, it's not up to them.
- We do not have Facebook so that is not a means of information for us
- As a parent and a staff member, sometimes I'm surprised to find things out from the parent side first before being notified by my building administrator. It's hard to answer my student's parent's questions when I'm finding out about it at the same time (and my team members who aren't parents have no idea).