

Puget Sound Business & Industry Academy Communication Plan

This Communication Plan is designed to address the needs of parents, teachers, administrators, and student to give and receive timely and accurate information about school/Academy related issues. The staff and administration is committed to the following:

Commitment:

The Academy office will develop an e-mail system to keep parents informed. The e-mail will inform parents about after school activities, current academic topics, newsletters, lists of fun activities in the Academy, 'Kudos to Kids' link of great things kids are doing, and also have internet links to allow parents to print Career Center information or help students access college materials. Students without an e-mail address can get a print out of the e-mail sent home. Each Advisor will create a file of parent emails of students in his/her class. Information will be forwarded from the B & I Office to each Advisor. The Advisor will forward the information to the folder name (emails enclosed.) Traditional methods of hand carrying information home will still be available. A Cenery automatic message will be periodically (monthly) sent out to parents asking them to access the newsletter on the website or through their email.

Commitment:

Every Tuesday, Thursday, and Friday updated grades from the teacher's grade book will be uploaded to an Academy website where it can be accessed by parents and students. Teachers will supplement online grade information with links to assignments and classroom information, when appropriate.

Commitment:

Staff and administration will continue to work with B & I website Webmaster to address communication needs and respond with links to vital information via the Academy Website. The Academy will publicize the site and its usefulness through the Cenery automatic phoning system and various other methods of communication (SLC, PTSA newsletters, etc.)

Commitment:

Twice a year parents and students will be asked to come to the school and review the child's portfolio, determine the rate of academic progress, and develop a plan to address deficiencies, if needed. Each staff Advisor will be present to help facilitate the discussion led by the student.

Commitment:

All parent calls and emails must be returned in a timely manner. All requested information, within reason, must be forwarded to parents in a timely manner. Students who have been suspended or have excused absences, as defined in the Student Handbook Agenda, must be given requested homework within a timely manner to allow ongoing success.

Commitment:

Student may not fail a course if the teacher has not given immediate notice of the failing grade and/or has made a plan for correcting the situation.

Commitment:

Academy Council will be formed to monitor this element of the Academy Learning Plan. As outlined in the existing Charter, this council will consist of parents, students' teachers, administrators and community members. Among the other tasks given to this group, monitoring the Communication Plan's success will be a significant element of the work. This group will meet monthly to review the progress of this plan and make adjustment where needed.

Commitment:

The staff and administration will continue to explore various methods to communicate vital information to all Academy constituents, provide for feedback from parents and students, and work to efficiently and effectively to involve B & I families in the progress of the Academy mission.