

PLC/DATA TEAMS

Begin: Monday, January 24th

Parent, Student, and Community Notification Plan

- Alert Now message sent to all families in English and Spanish
- Letter sent home with all students
- Post schedule change and new times on district website
- Create and schedule an Ad to run in the Record Journal
- Building principals will notify their parent teacher organizations of proposed changes
- Air schedule change on our cable access channel
- Notify all service providers, Reach providers and encourage them to share schedule change with their members
- Post schedule change and new times on all school websites
- Post flyer for display at all schools
- Compose an editorial to run in Record Journal
- E-mail parochial school principals and let them know the change was approved. They will notify parents of their students.
- Consult with Edison on notifying their students
- Meeting with Captain Zakrzewski to discuss schedule of crossing guards

All implementation steps will be completed by December 3rd