

PPCA Communication Plan

Strategy	Communication	Via	When	Responsible
Notify Parents of emergencies, changes to normal operations.	Emergency Announcements	Remind/Text; Phone; Email	As Needed	Administration
Welcome incoming students and families.	Welcome Letter	U.S. Mail	March	Administration
Help students and families know about upcoming school year.	Orientation Letter	U.S. Mail	June	Administration
Inform families of Orientation date/time.	Orientation Announcement	Website, school calendar, Facebook, Remind	June	Administration
Inform families of policies and rules.	Student Handbook	Website: www.ppcacademy.net	June- Ongoing	Administration; Teachers
Keep students and informed of ongoing activities.	School news	School provided student/parent email, Remind, Facebook, website	Weekly August-May	Administration, Teachers, Team Leaders, Club Sponsors
Keep students and parents informed on their grades and attendance.	Grades and attendance recorded in Focus (formerly Pinnacle) grade reporting system	Parent Internet Viewer Focus (formerly Pinnacle)	24/7 August-May	Teachers, Administration, Guidance Counselor
Keep students and parents informed on their grades and attendance.	Grades and attendance recorded in Focus (formerly Pinnacle) grade reporting system	Report Cards & Interim Reports	Interims every 4.5 weeks/ Report Cards every nine weeks	Teachers, Administration, Guidance Counselor
Facilitate easy location of school information.	Webpage Links and News	www.ppcacademy.net Facebook; email	Ongoing	Administration
Inform students and parents of class objectives.	Teacher Specific Information	Teacher websites/Google classroom & emails	Ongoing	Teachers
Open House for all families.	Parent-Teacher Open House	Remind, Facebook , student/parent email, website	October	Administration
Communicate student specific concerns with a parent.	Teacher Concerns	Personal Phone Calls and Email Parent/Teacher/Team/Counselor Meetings	As Needed	Teachers, Guidance
Personal interaction for answering parent questions about school.	Parent Questions	Phone, email, website inquiry Parent Liaison	As Needed	Support Staff, Parent Liaison
Obtain opinions of stakeholders.	Parent/Student Surveys	Online surveys	Spring	Administration
Promote school mission and goals of school.	School Mission Statement and Performance Data Online	Webpage, posters, Facebook, email, assemblies	Ongoing	Administration, Teachers, Support Staff

