

## BDA Communication Plan:

Wondering where you can expect to hear about your child and the school? Look below for answers.

Type of Communication:	Frequency:	Communicator:	Tool for Communication:
General DOE Announcements	As needed	Teachers and Administration	<ul style="list-style-type: none"> <li>• School messenger,</li> <li>• Class Dojo</li> <li>• Student backpack letters</li> </ul>
Urgent deadlines for: forms, blue cards, vaccinations, opt-in periods, & high school applications.	As needed	Nurse, guidance, aides, and/or teachers	<ul style="list-style-type: none"> <li>• School messenger calls</li> <li>• highlighted on school calendar</li> <li>• Student backpack letters</li> </ul>
BDA Newsletter & School Calendar	Monthly	Ms. Aleia & Ms. Liz	<ul style="list-style-type: none"> <li>• Posted on school website</li> <li>• Class Dojo</li> <li>• Student backpack letters</li> </ul>
Parent Association Newsletter	Monthly	Parent Association & Ms. Aleia	<ul style="list-style-type: none"> <li>• Posted on school website</li> <li>• Class Dojo</li> </ul>
Scheduling reminders, upcoming holidays, & virtual school events.	Monthly	Teachers & Ms. Aleia	<ul style="list-style-type: none"> <li>• School calendar &amp; student backpack letters</li> <li>• Late additions get a School Messenger &amp; Class Dojo message.</li> </ul>
Student Progress updates	Daily	Teachers	<ul style="list-style-type: none"> <li>• Phone calls, text, &amp;/or email</li> <li>• Class Dojo messages</li> <li>• Google Classroom progress reports</li> </ul>