

2009-10 Communication Guide

Riverside School District 96
Riverside, Illinois

Coding:
P = Primary method
+ = Additional methods, as applicable

www.district96.org										
	Announcement on District Web Site ^{1,4}	Link on District Web Site	Announcement on School Web Site ^{2,4}	Link on School Web Site	Wednesday e-backpack ³	Teacher Web Page	E-mail to parents by Principal, ⁴ <small>unless otherwise noted</small>	PTA or PTO Web Site or feedblitz	USPS Mail	Phone call to parents via School-Reach ⁴
Emergency Notification										
School Closings - all schools	+		+							P
School Closing - individual school	+		+							P
District-wide Lockdown or Lockout - all schools ^{5,6}	+		+							P
School Lockdown or Lockout - individual school ^{5,6}	+		+							P
Severe Health Issues (MRSA, H1N1, etc.)	+		+				P			
Health Issues (Head Lice, etc.)							P ⁷			

School Information

Assessment Times (MAP, CoGAT & ISAT)			+				P			
Building Construction Projects			P							

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Classroom Teacher Newsletter						P K-5 updates 1st Wed of each month 6-8 updates every Tues.				
Early release day (1+ week prior)			+		+		P			
General Information		P		+						
Lunch menu (if applicable)				P						
Principal or School Newsletter			P	+	+					
Recognition			P	+						
School Events and Activities			+		P					
State Report Card		+		P						
Student or Staff Performances			+		+		P			
Student Supply List		+		P						

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Special Education Infor- mation

Individual Student Information							P Case Manager or Spec. Ed. Dir.			
Materials for MDC (Multi- Disciplinary Conf.)									P	
Parent Resources		P								

District Information

Community Surveys	P	+								
Contact Info		P								
Curriculum		P								
Discipline Code		P								

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District Recognition	P	+								
Employment Opportunities		P								
Flyers from approved community groups		+			P					
Forms		P								
General Information		P								
Parent Handbook		P								
Parent, Staff, or Student Surveys	P	+	+	+						
Registration Process/Materials	P	+								
School Boundaries		P								

PTA or PTO Information

Announcements								P		
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School Board Information										
Agendas		P								
General Information		P								
Minutes		P								
Policies		P								
Research/Studies		P								

Footnotes:

- ¹ Anyone who “subscribes” (noted under address) to the district’s homepage will receive an e-mail whenever a new announcement is posted on the district’s homepage; this e-mail will be delivered between 3 PM and 5 PM.
- ² Anyone who “subscribes” (noted under address) to a school’s homepage will receive an e-mail whenever a new announcement is posted on the school’s homepage; this e-mail will be delivered between 3 PM and 5 PM.
- ³ School principals will e-mail parents every Wednesday with a link to their schools’ updated Wednesday e-backpack and a link to community flyers (on the district’s site).
- ⁴ Please note that communication among the identified channels will not simultaneously occur. The letter “P” stands for Primary - the primary or first method of communication. The plus notation “+” indicates the information will also be available, distributed or posted as soon as possible after the “P” method has been implemented.
- ⁵ School lockdown = school personnel will physically monitor entering and exiting at main doors; school lockout = no entering or exiting school until “all-clear” issued by police.
- ⁶ Communication method(s) will be initiated AFTER administration has implemented the crisis plan to ensure student and staff safety.
- ⁷ Each Principal will determine the appropriate recipient list, e.g., all parents, grade-level only, classroom only, etc.