Module 3: **Ongoing Communication**

What is Communication?

	communicating messages ab nication	out school programs	and student progress, e	nsure that the		
•	is					
•	is multi-layered					
•	uses multiple					
•	connects schools, families, students and the community.					
•	is an	process				
Strate	egies to Communicato	with Families				
•	Be					
•	Choose your	carefully				
•	Develop					
•	Assure parents that you v	vill make	if a concern arise	es		
•	Make frequent	contact				
Shari	ng Opportunities					
•	Letters					
•	• Messaging System					
•	Personal Phone Calls					
•	Signs,					
•	Sporting Events					
•	Be considerate of	Tech,	Tech,	Tech		
•	Websites, texts, social me	edia				

- Send really important information home _____ or more different ways
- · The more reminders, the better!

Wha	at to share?			
•	Program	s & Progress		
•	Due dates for testing,	, grades,	events,	
•	Photos & videos (always er	nsure is	completed ar	nd follow school/district policies)
Wha	at do your families ha	ve access to?		
•	Find outhave access to?	_ assessment of fami	lies at the beq	ginning of the year-what do they
•	Then you can tailor your of your families can access			according to what the majority
10 F	Realities of Social Med	ia		
	1. Social media is a new w	ay to build		
	2. Communication is no los	nger about you; it's ab	out your	
	3. If you don't tell your	, someon	e else will.	
	4. Your reputation is at sta	ke		
	5. The response will most	likely be		
	6. You don't have to do it a	ıll at once		
	7. Social media gives you	the chance to stay ahe	ead of the	
	8. It's here to stay			
	9. Social media helps you b	ouild community and a	sense of	
	10. It takes a whole village			
Kno	ow your purpose of sh	aring		
•	Match of	communication with the	he	of communication
•	Stay on topic			
•	Make a plan			
	*			
	*			
	*	(electronic, paper/pen	cil, verbal)	
•	Revisit and follow up with the	ne plan to ensure		

Remember to document your communication efforts

•	Date
•	
•	Person Contacted
•	Content Discussed
•	Keep copies of

Next Steps/Follow Up



Reflection Questions: After participating in Module 3, Ongoing Communication, reflect personally on the following questions.

A.	Identify and describe the ways you communicate with families in written form. How often?
B.	Identify and describe the ways you communicate with families electronically (email, social media, text, etc). How often?
C.	List some ways that you can strengthen your communication efforts with your families: a. written b. electronically c. verbally
D.	What additional topics can you address with your families that would be beneficial for them?
E.	How are you documenting your communication efforts with families and how can you improve your system?

Certificate of Completion

is hereby granted to

Signature

to certify that he/she has completed

Engaging All Families Module 3: Ongoing Communication

20+0.	Professional Learning Hours:
Date:	Professional feaming Hours:
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This certificate is not valid unless it is accompanied by the completed Module 3 Listening Guide and Take Five.



