



Ashley Miller, Principal

Kelli Morse, Assistant Principal

Ashley Young, Counselor

Miller Elementary School 300 Cypress Hill Drive Little Elm, Texas 75068

Communication Plan

Strong and effective communication is not a single event or exchange, therefore employing a variety of effective strategies is very important to us at Miller. Our goal is to create a strong school-home partnership with each of our families to support the overall development and success of each of our students. We believe that effective communication is the vehicle through which we can and will develop productive and supportive relationships with you. This is extremely beneficial to our students and can be very beneficial to us as well. In order to do this, we commit to the following:

- ★ We will communicate often with professionalism, care, honesty, sincerity, and with an open mind and heart to listen to understand you and the needs of your child.
- ★ We will always respond within 24 hours of receiving communication from you. If we will need more than 24 hours to respond, we will send a quick email to acknowledge your communication and communicate our intent to respond.
- ★ We will be proactive rather than reactive and always keep you informed about your child.
- ★ We will maintain current methods of communication so that you can utilize the information to reflect, prepare and plan ahead.
- ★ We will communicate with you frequently throughout the school year especially in the event of the following situations: a noticeable decrease in performance on class assignments, CBAs, upcoming progress reports or report cards and/or frequent low scores, patterns of incomplete or missing class or homework assignments, changes in behavior, persistent misbehavior and/or any behavior that would warrant loss of privilege or poor marking on behavior folders or in agendas, at the onset of academic or behavioral concerns in which interventions are necessary and/or to simply celebrate your child's progress, achievements and accomplishments in and out of school.
- ★ We will provide the opportunity to meet for parent conferences as needed throughout the school year or at your request. However, parent conferences for all students are held annually in the Fall prior to Thanksgiving Break.
- ★ We will utilize the following methods to communicate with you school-wide and/or in the classroom:



Ashley Miller, Principal
Kelli Morse, Assistant Principal
Ashley Young, Counselor
Miller Elementary School 300 Cypress Hill Drive Little Elm, Texas 75068

| Method of Communication | Frequency |
|---|---|
| Grade Level Websites | Updated weekly to include: upcoming events, information regarding homework, links to instructional websites or apps, grade level schedules and any additional information pertinent to the grade level |
| Weekly grade level email/newsletter | Sent via email weekly on Friday evenings to include: information regarding upcoming grade level instruction for each content area, grade level and/or school reminders, upcoming grade level and/or school events and any additional information pertinent to the grade level or school |
| Miller School Website | Updated weekly to include: district wide information, upcoming school events, procedures specific to Miller and any additional information pertinent to the school |
| Weekly School Newsletter: Friday Miller Moments | Sent weekly from Miller Leadership Team; resource to inform and also communicate school-wide and/or district initiatives, celebrate school successes and provide information pertinent to the school |
| Miller Twitter | Updated periodically to include: upcoming school events and to celebrate student and staff successes |

In return, we ask that you reciprocate communication throughout the school year as well as positive and constructive feedback in a respectful manner that maintains a healthy, collaborative and supportive relationship with us. Our mission is to empower learning for all. We can achieve our mission as long as these conditions exist.

We appreciate the opportunity to partner with you to ensure great success for your child!

Miller Elementary Team