



Santa Fe Trail USD 434

Strategic Plan 2017-2020

Target Area: Develop a District Communication Plan				
Action Steps	Responsible Party	Resources	Timeline	Evaluation
The district will distribute pre-enrollment information and collect contact information from parents that include: a collection of their email address, an opportunity to request other forms of communication prior to enrollment.	Building administrators	Pre-Enrollment letter, district enrollment information, and School Messenger	Second week of July	Packets mailed, follow up with returned mail and emails
Teachers communicate classroom information weekly with parents and as needed.	Certified staff Building administrator	Facebook, Remind, Newsletters, Email, etc.	Weekly, beginning of school year	Parent feedback, evidence of communication
The district will deliver a bi-monthly newsletter to the community.	Superintendent	Principal Building Reports, alumni, and current students	Bi-monthly, the beginning of the school year	Parent feedback, evidence of communication
Important school events will be shared with Osage Chronicle on a regular basis	Superintendent Building administrator	School and state events	Spring 2017	Articles published, evidence of submission