



# Santa Fe Trail USD 434

## Strategic Plan 2017-2020

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