

## **Royal Team Communication**

Greetings! There are several ways for you to get your questions answered or find out the information you need for your child.

### **Urgent!**

As we start the school year we will ask you to **provide us with your email address** where you would like to receive your Royal Ramblings and other communication from us. If you do not want newsletters or announcements via email or internet, ***please call Mary Ellen Tracy (x1162), or write her a note which specifically says this.*** We will work together to best decide how to get you this information.

### **Royal Team Website**

On our website you will find many important links that you can access via the internet. Home page: Where you will find important announcements/reminders, our team goals and our contact information.

Newsletters: At the end of every week, we publish the “Royal Ramblings”, our team newsletter, which we email to you. In it we describe what is going on in our classrooms and **important due dates** for the following week. These are archived in this part of the website.

Syllabi: We post our current syllabi for each class on our website as well as in our Google Classrooms. If you would like to know what is being covered in a class, or which standards we are addressing, you could find that information here.

Resources: The resources page has links to websites, math & ELA support sites, rubrics, lab reports, and a research project guide. We will continue to add to this page as we find useful links that supplement our work.

**Google Classroom:** Our team uses Google Classroom to distribute materials and post assignments and due dates. Students are able to show you assignments and due dates on Google Classroom. If your student struggles with organization and assignment completion, please email us and we can set up an invitation to receive a weekly update on all your student’s classes on Google Classroom, so that you can support your student in their progression toward independent work completion. **New this year:** All assignments will be submitted through Google Classroom unless otherwise indicated by the teacher.

### **Teacher/Parent /Student Communication and Feedback**

We believe that we all must work together for children to be successful at school. We want to hear from you and we are always available to address your concerns or answer your questions. During the school day, you may reach any of us through email or a phone call. Email is the method of communication that is used most by staff and administration to communicate throughout the day. We are required to check it regularly. A quick question might easily and swiftly be addressed through email during the day. Phone calls are welcome, but if we are in class, we are not able to give you our full attention, or have a lengthy conversation. We would recommend that if you would like to speak with us at length, please just leave your name and number and a time when we can reach you. We will make our best efforts to get back to you within 24 hours.

### **Powerschool**

Although Powerschool is not a means to communicate with us directly, it is an important tool for all of us to use. Through it you can see your child's progress and if they are missing any work. Many parents check this regularly and Powerschool has a feature that allows you to be emailed a weekly update, if you like. Please remember though, that teachers cannot grade everything immediately. As always if you have a concern, please contact the teacher directly.

Thanks,

The Royal Team: Kelly, Aimée & Mary Ellen