

Rutland Middle School Communication Plan



At RMS, we are committed to providing and fostering open dialogue with all educational stakeholders. When sharing ANY information, our communication practices must be aligned with SD23 policies, Human Rights legislation, and the Freedom of Information and Protection of Privacy Act (FOIP).

Our Commitment to Families:

1. PRIMARY COMMUNICATION

Our primary communication will be email and phone. We will reply to all issues, questions, and concerns brought forward by parents. When we know of a concern, we can often find solutions and resolutions quickly, and we can work collaboratively to help solve problems. Classroom teachers may use additional communication means.

2. SCHOOL WEBSITE

Please check our [RMS website](#) regularly for all up-to-date information and dates. Please let us know if there are any inconsistencies as you navigate the site.

3. COMMUNICATION HOURS & PROCEDURES

We invite you to email or phone any time you have a concern. We will endeavor to reply to messages within 24 hours. If you do not receive a reply, please contact the office directly during school hours. Additionally, the primary focus of a teacher's job is interaction with their students. As such, an immediate response is not always possible. If you have pressing concerns, please contact the main office.

4. TEACHER COMMUNICATION

The goal of reporting and communicating student learning is to ensure that parents are well informed about their student's progress. Feedback from ongoing assessment in the classroom can be immediate and personal for a learner and guide the learner to understand their misconceptions and use the information to set new learning goals. Effective communication between the home and the school is central to student success.

5. SCHOOL-WIDE COMMUNICATION

School communication will be sent to the email address(es) provided weekly. This communication will contain school-wide information and important dates. Specific classroom information will be shared, such as class field trips, supplies needed, and upcoming assessments. The RMS News will be sent on the last day of each week.

6. COMMUNICATING STUDENT LEARNING (CSL)

CSLs will be sent home three times a year to communicate your child's learning. Please do not feel that you need to wait for CSLs. Reach out. We look forward to discussing your child's education and wellbeing.

As part of our communication plan at RMS, we ask that our parents/guardians do their best to stay involved and collaborate with us by committing to the following:

Parent and Guardian Responsibilities:

1. EMAILS, PHONE CALLS, FORMS, & WEBSITE

We ask that you call the Main Office for urgent information at (250) 870-5109. Please stay informed by reading communications and regularly referring to the [RMS website](#). Ensure you are signing and returning forms in a timely manner. Please contact the office if your child will not be in attendance. You can also download the [Safe Arrivals App](#).

2. PARENTS ARE PARTNERS

Do not hesitate to connect with a teacher or administrator. We want to hear from you. Your input is important and valued.

3. ENSURE CORRECT CONTACT INFORMATION

Please ensure the school has your correct email addresses on file as this is our primary method of communication. If you have any changes to your primary residence, emails, or phone numbers, please contact the office ASAP (250) 870-5109.

4. CONTACT TEACHERS EARLY WITH CONCERNS

In order to respond to concerns in a timely manner, please contact your child's teacher. When teachers know of a concern, often a solution and resolution can be reached through early problem-solving. Please contact your child's teacher(s) to set up an appointment.

5. JOIN US FOR PARENT MEETINGS

Formal parent-teacher conference times are in October and February. Please attend with your child (Virtual or face-to-face if permitted). We believe our parents are partners in learning. There are additional opportunities to be involved such as the [RMS Parent Advisory Council](#).

6. BE AWARE OF CLASSROOM COMMUNICATION

Please note that respectful communication is expected from all parties. Please be aware of the means your child's teacher uses to communicate learning and activities. Parents should encourage children to be responsible for their learning and relaying information regarding assignments, field studies, and extracurriculars.