

GOAL: Improve frequent and effective communication among, students, parents, teachers, through: Broad Reach; New Media; Accurate and Timely Information & Collaboration

STRATEGY: (5) Beginning in September, 2012, start having all external school communications reviewed/proofread by a designated administrator/support staff to ensure accuracy of information, grammar, etc.

| Major Activities | Staff | Resources | Timelines | Indicators of Success |
|---|----------------------|-----------|---------------------------------------|--|
| By September , 2012, identify the administrator who will conduct the proofreading of all external communications | Mr. Hallman | Time | Beginning September 2012 | Proofreader/reviewer designated. |
| The designated proofreader/reviewer will issue a protocol to all staff, which will set forth the appropriate guidelines as to what, when, where the documents needs to be submitted | Proofreader/Reviewer | Time | By September 30, 2012 | Protocol issued. |
| Prior to releasing any communication to the BES community (i.e. parents, newspaper, etc.) all staff shall submit to the designated person for review/proofreading. | All Staff | Time | Beginning September 2012 and ongoing. | All external communications are proofread before being published |
| | | | | |



GOAL: Improve frequent and effective communication among, students, parents, teachers, through: Broad Reach; New Media; Accurate and Timely Information & Collaboration

STRATEGY: (5) Beginning in September, 2012, start having all external school communications reviewed/proofread by a designated administrator/support staff to ensure accuracy of information, grammar, etc.

