



# COMMUNICATION BETWEEN SCHOOL & HOME

There are many ways in which the Village School stays in touch with families. Phone calls, emails, weekly newsletter, flyers – we know it can be overwhelming for families to sift through all of the information coming home. This is a guide to how and when we use different forms of communication, and where families can go to find specific information.

- Carrie Mack, Volunteer & Communication Coordinator

## **The School Website** ([Happyvillage.org](http://Happyvillage.org))

The website is maintained through the office, and is a useful source of information on a broad number of subjects. You can use the website to make payments on your student account, find job opportunities, make a donation to the school, access the newsletter, or view the full school calendar and monthly lunch menu.

*What to find here: Fixed information such as our mission, school policies, curriculum, and enrollment.*

## **Village Voice Newsletter** ([Happyvillage.org/news](http://Happyvillage.org/news))

Office staff produce a weekly newsletter called the Village Voice. It is emailed to families on Fridays. This is where you will find information about upcoming school events and festivals, parent evenings, committee meetings, Board meetings, Parent Council meetings, volunteer opportunities, current fundraisers, and community announcements. **The Village Voice is the most comprehensive source of announcements about the school, and all families are expected to open it each week.** If you have trouble viewing the newsletter, please contact the office. Paper copies are available upon request.

*What to find here: Upcoming events, important reminders, community announcements, volunteer needs.*

## **Emails** (from [village@4j.lane.edu](mailto:village@4j.lane.edu))

Office staff will send occasional mass email reminders for upcoming events, volunteer needs, and important announcements. We try to limit these emails, so as not to clutter your inbox. We also send emails for emergency notifications, such as school closures or weather delays. Automated attendance notifications are sent via email each morning for students with an unexcused absence.

*Best used for: Emergency notifications, volunteer recruitment, reminders about upcoming events.*

**Phone Calls** (main office: 541-345-7285, or student phone: 541-242-6874)

The office calls families for a variety of purposes including: injuries, illness, or discipline. Your student may also call from a student phone located in the office. If a student has a major injury or illness and needs to leave school, we will call guardians and associated emergency contacts. **It is very important that you answer a call from the school during school hours.** The office also uses automated mass phone calls for daily attendance, reminders of upcoming events, and emergency notifications (such as school closures or weather delays). If you miss a call from the school outside of school hours, it is likely an automated call. Please check your voicemail to listen to the message.

*Best used for: Emergency notifications, reminders about upcoming events and fundraisers, attendance.*

### **SMS Text Messages**

Office staff will send occasional mass text messages for emergency notifications, such as a weather-related closures, school lock-downs, or power outages. We try to limit these messages. Please contact the office if you have questions about how to opt-in for SMS messaging.

*Best used for: Emergency notifications.*

### **Social Media**

Want more ways to engage with the Village School? Follow our Twitter page, Facebook page, or join the Parent Council Facebook group, "The Village Vine".

*What to find here: Event photos, reminders for upcoming events. Best used for additional engagement with the School and our partners.*

### **Family Mailboxes**

Every family in the school has one mailbox, listed by student last name. Flyers, class communication, and other information can be found in your family's mailbox. Mailboxes are located inside the office. Two-household families can receive two copies of items in the same family mailbox. Please notify the office if you need two copies. **Families are expected to stop by the office and check their mailbox at least once a week.**

*What to find here: Flyers for upcoming events, personal communication (from office or other families), lost & found items with student's name attached.*