



Best practices for building a XACROS communication policy

Use these questions and examples to get started with your communication policy

Guiding questions:

- How often do you want teachers and staff to send messages?
- What types of messages should teachers send?
- What types of messages should administrators send?
- How does this fit in with your other communication tools?
- How will you support a XACROS culture in your school?
- How do I set parent expectations around XACROS?
- Who will own our communication plan?
- When will we complete the steps outlined in this plan?
- How will we share this with our staff?
- What date do we hope to share this by?

Examples:

- Teachers should send messages 5-10 times per week.
- Teachers should focus on sending a message for positive behavior incentives and homework reminders.
- Teachers should send short assignments, quizzes or trivia to parents along with their answers to ease their involvement with the children
- Grade teams should send out a monthly newsletter in PDF form.
- There will be a XACROS teacher of the month for each grade.
- Teachers can expect admin to send out emergency messaging, time/location changes and weekly updates through XACROS.