

# **Parent-Teacher Communication Plan**

## **Weekly Communication**

- **\*Email/Remind/Phone Calls as needed**
- Wednesday:
  - Eagle Express via email (School-wide news)
- Friday:
  - Red folder: please return on Monday
  - Newsletter: hard copy and electronic
  - Progress Report: **please check grades and missing work**
  - Graded work
- TeacherEase
  - Login information sent to you
  - Please check often-all information about grades is available there
- We can always schedule an in-person or Zoom meeting if needed.

## **Contact Information:**

- School Phone: 847-362-4424 ext. 2006
  - Please call the office first during school hours: 8:30-3:30
- Cell Phone: 608-769-9276
  - I can either call or text.
  - During school hours, please call the school and not my cell phone. I will not be monitoring it closely.
- Email: [justin.wintrone@stjohnslib.com](mailto:justin.wintrone@stjohnslib.com)
  - I may have chances to check my email during the school day, but cannot guarantee it. Please call the school office if you need to reach me.
  - I will check my email after school and can respond to you at that time.
- Remind:
  - Short reminders will be sent here.
  - You can also contact me via Remind during the school day.
  - This will be my first year using Remind-still figuring out what works best for everyone.

## **Hours of Availability:**

- On school days, I can be reached by phone or email until **8:00 PM**.
- On weekends, I am available by appointment, but may not be monitoring my email or Remind closely.
- If there is an emergency or something I absolutely need to know, please don't hesitate to contact me at any time.