

Parent-Teacher Communication Plan

Weekly Communication

- Wednesday:
 - Eagle Express via email (School-wide news)
- Friday:
 - Red folder: please return on Monday
 - Newsletter: hard copy and electronic (Remind and email)
 - 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.
 - Please let me know if you need your login information resent.
- We can always schedule a meeting if needed.

Contact Information:

- School Phone: 847-362-4424
 - If there is something I need to know right away, please use this number to contact our school office.
- Email: 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 (optional): <https://www.remind.com/join/78643h>
 - Remind can be used if shorter messages need to be sent.
 - My Remind notifications come to my email, so I am reachable either way. See email guidelines. Some parents prefer Remind over email since it can be used like texting.

Hours of Availability:

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