

# School Communication System Examples

## Example 1:

- 1) The Tier 2 Team Recorder will post information/materials for consideration on the “What Do You Think About This?” section of the SW-PBS Bulletin Board in the Teacher Work Room the first Monday each month.
- 2) Time will be allotted during the monthly staff meeting for the principal to present information/materials for consideration.
- 3) On the day of the staff meeting, the Tier 2 Coach will send out the information/materials for consideration via e-mail to each certified and classified staff member.
- 4) Each certified and classified staff member will respond to the e-mail by writing comments or questions regarding the information/materials for consideration. Staff will respond by Friday afternoon the week of the staff meeting.

## Example 2:

- 1) The Tier 2 Team Recorder will place a hard copy of information/materials for consideration in each certified and classified staff member’s mailbox the first Monday of each month.
- 2) Time will be allotted during the monthly staff meeting for the principal to present information/materials for consideration.
- 3) Certified Staff will discuss information/materials for consideration during the department/grade level meeting. Each department/grade level team will write comments or questions on the hard copy of the information/materials. Classified staff will individually review and write comments or questions on the hard copy of the information/materials.
- 4) The second Friday of the month, the department/grade level team and classified staff members will place the hard copy with comments or questions in the SW-PBS Feedback Basket located in the Teacher Work Room.  
(High schools will provide a wire basket. Elementary schools will provide a “highly decorated” woven basket. ☺)

