

# Procedures for Communicating with Students outside of Class



## *Daily announcements...*

1. By mid-September, most clubs will have recruited and started their regular meetings. Therefore, if you (as a moderator) have a bulletin board, then information regarding your club's meeting times and activities should be posted there. Changes in schedules or other info about club events should also be communicated in this way (via bulletin board).
2. Faculty and staff are all welcome to submit requests for daily announcements (...about clubs, sports, projects, special events, etc). These announcements are not made over the PA system at the same time as prayers (in the AM or PM). Here is the standard way an announcement is made:
  - a. News will be printed on paper (in hardcopy to be posted on bulletin boards outside the cafeteria)
  - b. News will be emailed to all faculty, staff, and administrators by 9:30 AM
  - c. News will be entered on a silent, scrolling PowerPoint on classroom TVs
  - d. News will be published on the MMA website
  - e. News will be read aloud by the student anchors on the live TV show (*Good Morning, Merion*) during homeroom. The reading aloud of announcements on TV depends on how much time is allotted in the day's schedule (and how redundant or old the announcement has become).
3. To request a daily announcement, one of two steps may be taken (it's your choice):
  - a. Fill out a paper-based request form and return it to the Office of Student Affairs by 9:00 AM on the day of the announcement.
    - i. Please do not leave the paper anywhere other than in the office
    - ii. Announcements that are submitted after 9:00 AM will be made on the following day (if still appropriate)
  - b. Email directly the *Good Morning, Merion* staff at [gmm@merion-mercy.com](mailto:gmm@merion-mercy.com)
    - i. The *GMM* address also accepts custom PowerPoint slides or ads that you wish to make on your own for the TV slideshow

Regardless of method, please indicate the following with any request:

- a. To whom the announcement is directed
- b. What day or days it should run
- c. Text that captures in few words what you are communicating

4. Announcements at the end of the day (at the time of closing prayer) are reserved for sudden and exceptional changes in that afternoon's program. Approval for such an announcement must come from the Assistant Head of School for Student Affairs. Such an urgent announcement would explain a cancellation or change in something taking place that afternoon (after 3:05 PM), assuming we were unable to communicate the news at homeroom earlier in the day.

## *Homeroom folders...*

Reminders for all homeroom moderators and any faculty/staff who wish to send tangible materials around to homerooms...

- It is important that a homeroom's representative (or some alternate person) come to the Office of Student Affairs *on the way* to homeroom each day to retrieve information from the homeroom folders.
- Homeroom moderators should be the ones to process and disseminate the paperwork from that folder once it arrives in homeroom; often it can be of a personal or confidential nature, and students should not be responsible for handing out the materials that are sent around in the activities folders.
- Many offices and departments around school depend upon this delivery system to get information to students efficiently! It would be best if time were not spent searching for students outside of homeroom and disrupting classes.
- On any given day, drawing the entire homeroom's attention to timeline papers, *Good Morning*, *Merion* broadcasts, and PA announcements is, of course, much appreciated.

## *Summoning a student at the end of the day...*

- Summoning a student to see you *after school* is not done via the PA system.
- Instead, there is a summons form that we use. That form should be filled out by the end of the last lunch code (6<sup>th</sup> period) and placed in the Office of Student Affairs.
- Please use the colored binders in the Main Office to look up the classroom locations of the desired student during 7<sup>th</sup> and 8<sup>th</sup> periods on that day; write that detail on the summons form and it will be delivered to the student before 3:05 PM.