

"Communicating with parents and guardians is one of the most important things we do, and it may be even more important now as more schools turn to remote instruction."

[Frommert, C. \(2020, July 21\).](#) A Strategy for Building Productive Relationships With Parents. Retrieved August 10, 2020, from [https://www.edutopia.org/article/strategy-building-productive-relationships-parents?utm\\_content=linkpos3](https://www.edutopia.org/article/strategy-building-productive-relationships-parents?utm_content=linkpos3)



### Google Voice / Text

- Google Voice is your work phone number.
- It is accessible from your computer or cell phone.
- Teachers and staff that utilized Google Voice this spring and summer reported a dramatic increase in parent interaction and appreciation.
- [Instructional Tips](#)

#### Best Practices

- Download app to your cell phone
- Text parents with reminders [Sample](#)
- Do not group text parents (there's no BCC feature)
- Add your Google Voice Number and email to your Google Classroom Banner [Sample](#)

#### Adjust Google Voice Account Settings [Directions](#)

- Add phone / ios device
- Add linked phone number - your cell phone
- Forward messages to email
- Enable call screening  (caller will state their name before being put through)
- Set calendar with work hours (keep parent availability in mind)
- Record greeting



## Google Classroom Notifications

- Keep email notifications ON but turn off notifications of classes for which you are not one of the lead teachers. Do not turn all notifications off.
- Reach out to parents to make sure that they have set up GC guardian summaries. Parents can choose to receive notifications daily or weekly.
- REMINDER: Teachers must turn on  guardian summaries for each class using the settings gear. ⚙️



## Email

- Add your Google Voice number to your email signature. [Directions](#)
- Help middle and high students learn to access and use their email. [Directions](#)
- If emailing a group, enter addresses in the BCC field.
- Model/coach email etiquette for students.
- CC parents when emailing students. All secondary students have email addresses. Students can be searched in Outlook. (Pay attention to grade and school.)
  - NOTE: Students cannot email each other; they may only email their teacher(s) and administrators. The software prevents them from emailing others or receiving emails from other students or anyone outside of AACPS.
- Do not rely on email alone. Many parents appreciate Google Voice texts and respond promptly and favorably to text messages.