

Fall 2021 Communication Tips for Teachers

“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.” [Edutopia, 2020]



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 past 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 Brightspace Classroom

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



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.