

Communication between home and school is a critical part of a student's education. It can take many forms including phone calls, meetings and parent/teacher interviews. For most students daily communication occurs with the use of a student agenda where homework, activities and comments are recorded daily. Some students, due to their challenges, may require an alternate format.



## How to use a Communication Book

- ❖ The student should be an active participant in completing the communication log
- ❖ School personnel will have a brief discussion with student about what happened that day
- ❖ Activities shared should be novel or ones that the student completed, enjoyed and would want to share with parents
- ❖ Homework, projects and current topics being studied could be listed
- ❖ Visual symbols, pictures or brief written words may be provided to help student remember certain aspects of their day
- ❖ Staff may write a brief sentence describing the activity, to help parents understand the activity and elicit more interaction from their child
- ❖ The parent/guardian should be encouraged to send an object or photo to school, or provide a question to allow school staff to engage in a similar interaction at school about activities that occurred at home

## What a Communication Book Isn't

Communication books should not include evaluative comments nor assess performance. It is not meant to be an ongoing evaluation or assessment of the child's progress at school.

Communication books should not be pages of observations and anecdotal comments written by support staff.

Communication books should not be a list of negative behaviours that occur throughout the day.

Significant behavior incidents need to be reported to parents through other methods such as a phone call or meeting.



## What is a Communication Book?

A communication book is a method to share information with the parent about what their child did at school. It can also provide parents with an opportunity to share information regarding their child's time at home. For a variety of reasons, students with significantly delayed communication skills are often unable to discuss any aspect of their day. This can often be improved if the child is provided with some concrete (e.g., visual) cues or some structured formats to assist with this communication. Parents/guardians can use the communication book to have an interaction with their child and ask them questions about their day.

## COMMUNICATION BOOKS Strategies for Success

- ❖ The student writes or has input into the information that is recorded
- ❖ Comments are positive, reporting on what has been accomplished
- ❖ The books are reviewed nightly by the parent and homework checked
- ❖ The classroom teacher directly supervises and is aware of the content of the communication book at all times.
- ❖ Initiating a communication book is determined by the school team in consultation with parents

## COMMUNICATION BOOKS

EXAMPLE

### MY SCHOOL DAY

Today is \_\_\_\_\_

Subject	Work Completed	Homework Projects
Language		
Mathematics		
Science		



### GOALS FOR THE WEEK

Four Quarters of the Day	1	2	3	4
Spoke co-operatively with other adults				
Recorded in my Communication Book				

Reminders

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Comments/Questions

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### FOR MORE INFORMATION

Effective Education Practices for  
Students with Autism Spectrum Disorders  
Ministry of Education  
[www.edu.gov.on.ca](http://www.edu.gov.on.ca)

Engaging Parents of Students  
with Special Needs  
[www.ontariodirectors.ca/pdf/Parent\\_EN.pdf](http://www.ontariodirectors.ca/pdf/Parent_EN.pdf)



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# COMMUNICATION BOOKS



Strategies and recommendations  
to support communication between  
home and school  
for students with special education needs.

