



**COMMUNICATIONS GUIDE**

**WINDHAM SCHOOL DISTRICT**

# DISTRICT-WIDE COMMUNICATION CHANNELS

Our District uses SchoolMessenger as our primary method of communication with our parent and staff community. Please see below for the ways in which we use SchoolMessenger and other communications channels.

Communication Tool	Description
School Board Meetings	<ul style="list-style-type: none"><li>• Bi-monthly meetings in person, view live recordings through WCTV or on local cable channel 22</li></ul>
Superintendent Updates	<ul style="list-style-type: none"><li>• Weekly district-level update sent through SchoolMessenger (Email, Text, Mobile App)</li><li>• Available on website</li><li>• Promoted on Social Media (Facebook, Twitter, and Instagram)</li></ul>
Bus Updates (delays, mechanical issues, etc)	<ul style="list-style-type: none"><li>• Sent through SchoolMessenger (Email, Text) specific to the impacted bus/bus routes</li></ul>
School Newsletters	<ul style="list-style-type: none"><li>• Weekly school-level updates sent through SchoolMessenger (Email, Mobile App)</li><li>• Available on website</li><li>• Promoted on social media (Facebook, Twitter, and Instagram)</li></ul>
Parent Council Meetings	<ul style="list-style-type: none"><li>• Monthly school-level meeting with principal, staff, and parents.</li></ul>
Weather Related Emergency	<ul style="list-style-type: none"><li>• Parents/staff will be notified through SchoolMessenger (Email, Text) for school cancellations or school delays</li><li>• Cancellations/delays will also be reported to the local radio and TV stations</li><li>• Promoted on our social media platforms (Facebook, Twitter, and Instagram)</li></ul>
Emergencies or Emergency Drills	<ul style="list-style-type: none"><li>• Message will be sent through the SchoolMessenger emergency platform (Email , Text) from building level or district level.</li></ul>

# SCHOOL-BASED COMMUNICATION CHANNELS

Please see below for the appropriate person to contact based on the information you may need addressed.

Point of Contact	Topics to Discuss
Main Office	<ul style="list-style-type: none"><li>• School events</li><li>• Attendance/Pick-up Patrol</li><li>• Tech Fee questions</li></ul>
Teacher	<ul style="list-style-type: none"><li>• Classroom events</li><li>• Grading</li><li>• Day-to-day classroom concerns or questions</li></ul>
Assistant Principal	<ul style="list-style-type: none"><li>• Discipline</li><li>• Bus concerns</li></ul>
Special Education	<ul style="list-style-type: none"><li>• IEP/504 questions or concerns</li><li>• Paraprofessional questions</li><li>• Referrals</li></ul>
Nurse	<ul style="list-style-type: none"><li>• Medication administration and questions</li><li>• Student illness or allergies</li></ul>
Principal	<ul style="list-style-type: none"><li>• Building-based concerns</li><li>• Ongoing discipline</li></ul>

# COMMON QUESTIONS

Have a question but are not sure whom to direct it to? See below for some of our frequent areas of questions to learn more!

## INFORMATION TECHNOLOGY

- **POWERSCHOOL:** PowerSchool Student Information System (SIS), often referred to as the PowerSchool Parent Portal is a web-based platform that helps our district organize and access student data online for easier internal management for our teachers, students, and parents to easily stay connected, informed, and engaged. As a parent, you will be able to access your student's grades/assignments, attendance, student schedules, and more. We recommend you complete the reactivation/set-up on a laptop/desktop for the best user experience. For questions or concerns please contact [PowerSchool@windhamsd.org](mailto:PowerSchool@windhamsd.org). How to access PowerSchool Parent Portal – Go to [Windhamsd.powerschool.com/public](https://Windhamsd.powerschool.com/public)
- **SCHOOLGY:** You can use Schoology Parent Portal to view your student's courses, upcoming, current, and overdue assignments, and daily/weekly student agendas, and set up weekly notifications within the platform. If you need assistance in signing into your Schoology, please contact [PowerSchool@windhamsd.org](mailto:PowerSchool@windhamsd.org).
- **SOFTWARE/HARDWARE ISSUES:** Students can submit a ticket using their school email address to [Windhamsd.incidentIQ.com](https://Windhamsd.incidentIQ.com).
- **PICKUP PATROL:** This is an online system for K -12 parents to communicate dismissal plan changes to a school in lieu of notes and phone calls. Student dismissal changes can be entered from a smartphone or computer hours, days, weeks, or months in advance. To learn more: <https://www.pickuppatrol.net/parents>.

## HUMAN RESOURCES

- **BECOME A VOLUNTEER/SUBSTITUTE:** In order to become a volunteer, please stop by the SAU office or your school front office to pick up a packet. This packet will include step-by-step instructions to complete the process as well as a Finger Print Card. The Windham School District will cover the cost of fingerprinting.

# COMMON QUESTIONS CONTINUED

## SCHOOL COUNSELING

- **CRISIS PREVENTION:** Our students' mental health is very important to us. During school hours please reach out to our school or mental health counselors. If you are in need of assistance after school hours or over the weekend, please call your outside counselor, 988 Suicide and Crisis Lifeline, or if it is an emergency call 911 for assistance.
- **NAVIANCE:** Naviance is a web-based software program that our high school School Counseling Department uses to track college applications, submit necessary documents, and keep students informed about upcoming dates and deadlines. To access Naviance, please visit <https://student.naviance.com/windhamhs>.

## BUSINESS OFFICE

- **USE OF FACILITIES:** Our building spaces are available to the community for a rental fee. Visit [windhamsd.org](http://windhamsd.org) and fill out the facilities request form.
- **NUTRITION:** For more information on our Free and Reduced Lunch program, and breakfast/lunch menus, visit the Nutrition Services page on the website. If you have questions about our food nutrition program please contact our department at [nutrition.services@windhamsd.org](mailto:nutrition.services@windhamsd.org).
- **TITAN:** All electronic payments can be set up in TITAN. Processing fees do apply. Visit <https://family.titank12.com> to make a new account.
- **TRANSPORTATION:** The Windham School District currently contracts with First Student Transportation. If you have any questions, please contact Jessica Meyer at First Student Transportation by phone, at 1-603-377-8878 or by email, at [bus@windhamsd.org](mailto:bus@windhamsd.org).
- **FIRSTVIEW:** ParentView through FirstView® gives you direct access to the status of your child's bus. Whether deciding the best time to meet at the stop or seeking detailed delay notifications, ParentView gives you the information you need to plan your day and stay connected. The FirstView mobile app helps you to keep track of school buses going to and from school each day. The download is available for both iOS and Android phones.

# THANK YOU

Still have a question? Please contact your school's main office to receive more information or visit our school and district websites.



Superintendent's Office  
**P: 603.845.1550**



Golden Brook School  
**P: 603.845.1552**



Windham Center School  
**P: 603.845.1554**



Windham Middle School  
**P: 603.845.1556**



Windham High School  
**P: 603.845.1558**

## Stay Connected!

We are active on multiple social media platforms  
so make sure you follow us for live updates!

