#127870

COMMUNICATION WITH PARENTS USING SCHOOL MESSENGER

Introduction

School Messenger is an interactive communication/notification system that can quickly deliver voice and email messages to parents, staff, and students. The St. James-Assiniboia School Division uses this communication/notification system to enhance communication between the school and home.

Communication/Notification Uses

The communication/notification system is to be used by Senior Administration and schools only to inform parents/staff by phone and/or email school activities and events such as the following:
- Parent nights / Open house
- Report card distribution dates – See IKAB
- School Emergencies – See EBCC, EBCD-R, EBCG
- Bus Cancellation/Snow Days – See EBCD-R/EEAEE-R
- Reporting absenteeism – See JE
- School-sponsored Graduation Announcements (Not Safe Grad)
- Safe Arrival plug-in for AM/PM absence calls

User Information

Each school will be provided user accounts for school administration and PowerSchool administrative assistants in the system; each with a unique user ID and password.

School Requirements

1. Schools must ensure that student, parent, and staff demographic and contact information (phone number, cell number, email address, etc…) is regularly updated in PowerSchool. (PowerSchool is the primary data source for student and staff contact information.)
2. All schools (with the exception of Jameswood Alternative School) are required to use the system daily to contact the home to report student absenteeism for students less than 18 years of age. For students 18 years of age, if a signed "Sharing of Cumulative File and Report Card Information Request Form" is on file, all senior years schools (with the exception of Jameswood Alternative School) are required to use the system daily to contact the home to report

student absenteeism.

3. Schools are expected to regularly review the system callout reports to ensure that calls are completing successfully and make any necessary changes to minimize non-contact calls.

Message Approval Process

Any broadcast message using the system must first be reviewed and approved by the school administrator.

School Support

A Division technician and secretarial assistant, as designated by the Director, Information Technology, will be the contact for the schools in the Division.