

MEMO

To: John Bapst Students and Families
From: Monique Bouchard, Director of Communications
Date: July 19, 2013
Re: Communications at John Bapst

There are several ways John Bapst communicates with families and students. Below are some ways we will keep in touch throughout the year.

NEW THIS YEAR

The **SchoolReach contact system** is new this year. It is a telephone broadcast system that will enable school personnel to notify all households and parents by phone within minutes of an emergency or unplanned event that causes early dismissal, school cancellation or late start by phone, SMS (text messages), and email. The service may also be used from time-to-time to communicate general announcements or reminders. When used, the service will call all phone numbers in our selected parent contact lists and will deliver a recorded message from a school administrator. The service will deliver the message to both live answer and answering machines. No answers (phones ringing over 40 sec.) and busies will be automatically retried twice in fifteen minute intervals after the initial call. If you miss a message, you may check the school website or call 855-955-8500 and follow the prompts.

OTHER WAYS WE CONNECT WITH YOU

1. The **John Bapst Website** has a great deal of information which is always accessible. This includes:
 - Whole-year school calendars and pages highlighting special school-wide events
 - Google calendars specific to Academics, Fine Arts, and Athletics which have practice and rehearsal information, testing dates, and game and event listings
 - Access to the school's official Facebook page and the John Bapst Athletics Facebook page (you do not have to have a Facebook account to view these pages.)
 - General information about the school, course listings, faculty and staff contact information, resources, forms, Alumni information, promotional information and photos, important dates, and events at the school
 - The *Community Link* online news site is used to post a wide variety of stories about the school, as well as post important information about events, schedules, press releases, and school life.
2. **The Community Link Highlights** is an e-newsletter sent from the school using Constant Contact, an email service, which is a highlight reel of stories from the Community Link online as well as information about upcoming events and school notices when needed. This will come into your mailbox roughly twice a quarter.

3. **Constant Contact** e-newsletters are used to send out important information to parents via email. While each email gives you the opportunity to opt out, we strongly suggest that you do not, as this is the way we send detailed information in emergency situations as well as for school announcements. We work to respect your mailbox and limit the number of emails we send to you.
4. **Social Media** is another tool used for school communication. The official Facebook page for the school is viewable by the general public via Facebook by searching for **JohnBapstMaine**. It can also be seen in the sidebar of the *Community Link* website and on the John Bapst website. The Athletic Department page may be found by searching for **JohnBapstAthletics**. It has information about schedules, game results, cancellations, and mirrors the Athletic Department Twitter feed **@johnbapstsports**. School-affiliated groups open to the public are linked from those official pages, and include the John Bapst Alumni page (**JohnBapstAlumni**) and the John Bapst College Counseling page (**jbcollegecounseling**).
5. **The Round Table** is John Bapst's alumni magazine, which is sent to all school alumni, as well as current families. It features stories about alumni and often highlights the activities and events which are happening at the school.
6. **The Bangor Daily News** online community section is utilized for event announcements and academic honors information. Publication in the physical paper is never guaranteed, however online submissions are easily found in the Community area of the BDN website.
7. **PowerSchool** is a web-based student information system giving students and parents access to grades, schedules, and the daily bulletin. Each parent and student has a username and password. Parents of multiple students can view all students through one account. New families are issued their sign in information at the New Student-Parent Orientation. Sign-in information can be requested by contacting the main administration office at 947-0313.
8. **Contact from the Administration Office** by phone or email will occur when your student is tardy or absent and a call has not been received. Please be sure to complete the student profile sheet entirely with phone numbers and email addresses; these will also be used to populate the SchoolReach and Constant Contact systems.

Thanks for helping us keep in touch!

Please email mbouchard@johnbapst.org with questions.