

SAINT MARY'S SCHOOL

COMMUNICATIONS 101

Welcome to another year at Saint Mary's School! The following is an overview of communications you will be receiving from Saint Mary's School and information about the resources available to help you stay informed about life at the school.

Weather Alerts and Emergency Communications

In the case of weather alerts or emergency communications, Saint Mary's School will notify parents using the following methods:

- Email
- Text message
- Website alerts

Please remember to keep your contact information updated in Veracross to ensure you are receiving these important communications from the school.

Saint Mary's E-notifications and news

Saint Mary's School sends email communications to parents throughout the year. Head of School updates, messages from our Dean of Teaching and Learning and Dean of Students, monthly communications from the Parents Association, and more, will be sent to families through our Outlook and Veracross email systems. To ensure you are receiving all communications from the school, please whitelist the following:

- @veracross domain
- @sms.edu domain

For how to whitelist email domains, visit <http://onlinegroups.net/blog/2014/02/25/how-to-whitelist-an-email-address/>

As the school year begins, we recommend that you check your junk mail/spam folders to see if any of the school's communications are being filtered there. The first edition of our weekly e-newsletter, *The Buzz*, will be emailed on Friday, August 30, and would be a good way to confirm if you are receiving our emails.

Saint Mary's Website (www.sms.edu) and the Parent Portal

The Saint Mary's School website is responsive, which means it will adjust to any device you are using. At the top of our homepage you will find links to portals for faculty/staff, students, and parents. To access the parent portal, simply click on "Parents" and you will be taken to a log-in page. Our portals are now housed in Veracross, making for a more streamlined and simplified user experience. Once logged in, you will find many resources including:

- Parent calendar
- Student schedules
- School news
- Student, parent, and faculty/staff directories
- Links to Canvas, Naviance, Magnus Health and MyKidsSpending
- The most recent edition of *The Buzz*
- The school's social media feeds
- A link to report attendance
- A link to view and pay invoices from Saint Mary's

Saint Mary's Website (www.sms.edu) and the Parent Portal continued

There are also links to Parents Association information, academic day schedules, weekend activities, general school forms, how you can give to Saint Mary's, and more. We encourage you to explore the parent portal to see what resources are available to you there. Questions or suggestions? Email communications@sms.edu.

Saint Mary's Publications

- *The Buzz*: this weekly e-newsletter to parents, faculty, and staff is emailed every Friday afternoon and contains messages from the head of school, information about upcoming events, deadlines, and general school news
- *Headlines*: this newsletter focuses on the ways we teach girls at Saint Mary's School and is mailed four times a year
- *Alumnae Magazine*: our bi-annual magazine features highlights about our school, our program, our students, and our alumnae and is mailed in January and July each year

Saint Mary's on Social Media

Our social media pages are a great way to keep you finger on the pulse of what's happening on campus. Here's where you can find us:

- Facebook: [Saint Mary's School](#)
- Instagram: [saintmarysschool](#)
- Twitter: [SaintMarysNC](#)
- YouTube: [SMSRaleigh](#)
- LinkedIn: [saint-marys-school-raleigh](#)

Saint Mary's Alumnae Office also hosts [alumnae Facebook](#) and [alumnae Instagram](#) page, and an alumnae group on [LinkedIn](#).

Saint Mary's Help Desk

If you have difficulty logging into the website or accessing links to Veracross, Canvas, Naviance or Magnus Health, please contact our Help Desk at helpdesk@sms.edu or 919-424-4004. Help Desk hours are Monday through Friday from 8 a.m. to 5 p.m.

Guest WiFi on Campus

If you are on campus and need access to WiFi, please use our guest WiFi: SMS Guest | Password: #GoSaints!

Meet the Marketing and Communications Office

Please do not hesitate to contact us with any questions you may have. If you're not sure who you should contact, just email communications@sms.edu and the appropriate person will be in touch with you.

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