

# 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 up-to-date 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 e-notification system and Veracross. 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 getting filtered there. The first edition of *The Buzz* (see below) will be emailed to parents on Friday, August 31, and can be a good test to see if you are receiving our e-notifications.

### Saint Mary's Website ([www.sms.edu](http://www.sms.edu)) and the Parent Portal

Saint Mary's School has updated its website this summer. It is now a responsive site, which means you can view the site on any of your devices and the website will adjust for easy reading and access. We hope this update will make the website a convenient resource for you.

The website offers portals for faculty and staff, students, and parents. To access the parent portal, simply click on "Parents" at the top of the homepage. You will be taken to a log-in page. Once logged in, you will find there are many resources available to you including:

- **The parent calendar**  
This is the calendar you should refer to for the information you need as a parent at Saint Mary's School. It differs from the calendar on the homepage of the website as it provides more detailed information for our families
- **Student, parent, and faculty/staff directories**
- **Links to Veracross, Naviance, and Magnus Health**
- **A Parent Information and Forms page**  
Here you will find Parents Association information, community service forms, Student Life guidelines and handbooks, links to helpful information "For the 'Fridge," and more.

## 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 feature 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 and Saint Mary's School Alumnae
- **Twitter**: SaintMarysNC
- **Instagram**: saintmarysschool
- **YouTube**: SMSRaleigh
- **LinkedIn**: Saint Mary's School

## Saint Mary's Help Desk

If you have difficulty logging into the website or accessing links to Veracross or Naviance, please contact our Help Desk at [helpdesk@sms.edu](mailto: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, you may access 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, please email [communications@sms.edu](mailto:communications@sms.edu) and the appropriate person will be in touch with you.

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