



# **RLRS External Communication**

Shawn Russell



# Overview

- Public Platforms
- Parent & Guardian Platforms
- People Who Manage the Platforms
- Types of information on the Platforms
- Events & Cancellations
- Contacting RLRS

# Types of Platforms

## Public Communication

- Website
- Facebook
- YouTube

## Parent & Guardian

- Remind
- Email
- Seesaw
- Google Classroom
- PowerSchool





# **Platforms for Public Information**

# Website

Shawn Russell

rangeleyschool.org is RLRS' website. This website contains messaging for the public, students, and staff to see.

Shawn Russell handles all updates to information on the website, as directed or approved by RLRS Administration.

This platform holds information related to events, public announcements, public athletic information, public academic information, recognitions, as well as cancellations.

# Facebook

## Wendy Steward

RLRS has a Facebook page under the title of Rangeley Lakes Regional School.

**Wendy Steward** manages all updates to this page, as directed by RLRS Administration. Updates include events, cancellations, and recognitions.

# YouTube

## Shawn Russell

RLRS has two YouTube channels. One is titled Rangeley Lakes Regional School, the other is titled Rangeley Technology.

**Shawn Russell** manages all live-streams and videos to both channels.

Content on the RLRS channel includes academic events such as graduations, recognitions, and at times, guest speakers. Content on the RLRS channel also includes athletic events and school board meetings. Content on Rangeley Technology contains technology tips.



# **Platforms for Parent & Guardian Information**



# Remind

## Kim Dolbier

Remind is an SMS (text messaging) tool that RLRS' front office staff uses to communicate with parents, guardians, and staff.

**Kim Dolbier** handles the Remind platform. This includes the sending of messages, as well as the management of users on the platform. Kim Dolbier sends messages as directed by RLRS Administration.

As Remind is used exclusively for parents, guardians, and staff, messaging on this platform is geared to that audience.

# Email

Kim Dolbier

At RLRS, we use Gmail as our email service provider. All staff and students in grades 6-12 are provided a GSuite account with access to Gmail.

**Kim Dolbier** holds parent and guardian email addresses.

Kim Dolbier sends external information via email to appropriate audiences as directed by RLRS Administration.

# Seesaw

## Classroom Teachers & Shawn Russell

For students in grades Pre-K-5 at RLRS, we use Seesaw as our Learning Management System.

Every student in grades Pre-K-5 is rostered in their respective class in Seesaw, and the Seesaw app is installed on all iPads for students grades in K-5. This allows students post pictures of their work and perform work on assignments that are posted in Seesaw.

Parents and guardians connect to Seesaw via an email or QR code invitation. They can then either download the app, or receive updates via email or on the website.

# Google Classroom

## 6-12 Classroom Teachers

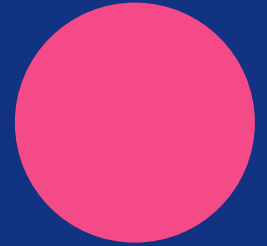
For students in grades 6-12 at RLRS, we use Google Classroom as our Learning Management System.

Every student in grades 6-12 is provided a GSuite account by **Shawn Russell**, the GSuite Administrator for RLRS. This allows students to communicate in and work with the applications in the GSuite enterprise. Students in these grades also take their provided MacBook Airs home with them.

One of the applications in the GSuite is Google Classroom. Many of the classes in grades 6-12 at RLRS use Google Classroom. Parents can opt into these classes by providing their email address to the teacher.

# PowerSchool

## Abigail Thompson



At RLRS, we use PowerSchool as our Student Information System.

**Abigail Thompson** manages all PowerSchool credentialing and information that is stored.

PowerSchool holds all of the information we have for students, including addresses, parent contact information, and much more.

PowerSchool also holds information on student progress and grades.

Parents and guardians are able to view student progress in PowerSchool.



# **Events & Cancellations**

# Events

## Website, Facebook, and sometimes YouTube

Events at RLRS or that RLRS is a part of are posted on both the school website and the Facebook page.

Athletic events, school board meetings, and some other events are also live-streamed to YouTube if there is an adequate internet connection to do so. If there isn't an adequate connection, these events are sometimes recorded and uploaded afterward.

The website holds calendars for the school year, athletic events, events, and Foster CTE.

# Weather Events or Cancellations

## Website, Facebook, and Remind

When an event is cancelled or postponed, parents and guardians are messaged via Remind. Information is also released through a banner on the website, as well as the Facebook page.

Weather cancellations can also be heard on the radio and news stations.



# Health Notices



## Website, Email, and Remind

When a health notice is announced, these announcements will be posted on the "News & Announcements" page on the website.

Parents and guardians of students who are impacted also receive emails detailing the announcement as well.



# Contacting RLRS

# Email

## Staff Directory.

Staff email addresses can be found on the [staff directory](#) page.

# Phone

207-864-3311

If there are any questions or concerns that warrant a phone call, people are welcomed and encouraged to call RLRS at 207-864-3311, Monday - Friday, 8:00-2:30, excluding holidays.

**Kim Dolbier** handles phone calls and transfers.