

EPPING SCHOOL DISTRICT COMMUNICATION PLAN

The purpose of the Epping School District Communication Plan is to increase school/district visibility, enhance communication, and encourage public involvement.

The following communication vehicles are used on a regular basis to contact and inform students, parents, community, and staff members. Special meetings are required to present and discuss matters of significant school and/or district change.

SCHOOL BOARD COMMUNICATION

School Board Contact Information	Frequency	www.sau14.org
Telephone via District Office at 603-679-8003	Daily	*
Regular Mail at SAU 14, 213 Main Street, Epping, NH 03042	Daily	*
E-Mail at esb@sau14.org	Daily	*
School Board Meeting Information		
Regular Meeting Schedule, Agenda, & Minutes	Bi-monthly	*
Meetings Televised on ETV	Bi-monthly	
Meeting Summary in <i>The Carriage Towne News</i>	Bi-monthly	*
Deliberative Session Warrant & Minutes	Annually	*
School Board Announcements		
School Board Web Page	As needed	*
ETV Bulletin Board	As needed	
School Board Mailings	As needed	*
School Board Documents		
School Board Goals	Annually	*
School Board Policy	Bi-monthly	*

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Telephone at 603-679-8003	Daily	*
Regular Mail at SAU 14, 213 Main Street, Epping, NH 03042	Daily	*
E-Mail at www.sau14.org	Daily	*
School District Announcements		
School Closings using Alert Now® Telephone System	As needed	
School Closings using Television, Radio, & Website Notices	As needed	*
School District Web Pages	As needed	*
ETV Bulletin Board	As needed	
Event Display using Sandwich Board Signs	As scheduled	
Notices in Epping Speaks Up® E-Newsletter	Quarterly	
Notices & Articles in Local Newspapers	As needed	
School District Documents		
Mission Statement	Annually	*

Approved: December 18, 2008
Committees Revised: Annually

School Calendar	Annually	*
Annual Report	Annually	*
Report Card	Annually	*
Technology Plan	Annually	*
Professional Development Master Plan	Annually	*
Professional, Support, & Substitute Staff Handbooks	Annually	*
Staff Evaluation Plans	Annually	*

SCHOOL COMMUNICATION

School Contact Information	Frequency	Website
Epping Elementary School (EES) 17 Prospect Street Epping, NH 03042 603-679-8018	Daily	*
Epping Middle School (EMS) 33 Prescott Road Epping, NH 03042 603-679-2544	Daily	*
Epping High School (EHS) 21 Academy Street Epping, NH 03042 603-679-5472	Daily	*
E-Mail at www.sau14.org (Listings for each school)	Daily	*
School Announcements		
School Alert Now® Telephone System	As needed	
School Web Pages @ www.sau14.org	As needed	*
ETV Bulletin Board	As needed	
Event Display using Sandwich Board Signs	As scheduled	
Notices in Epping Speaks Up® E-Newsletter	Quarterly	
Notices & Articles in Local Newspapers	As needed	
School Newsletter - EES & EMS	Weekly	*
School Newsletter - EHS	Monthly	*
Teacher Newsletter	As needed	*
Powerschool® Parent Portal for Grades & Announcements	Daily	*
Homework On-Line	Daily	*
School Meetings & Events		
First Day Events	As scheduled	
Open Houses	As scheduled	
Athletic Competitions, Concerts, Plays, & Other Special Events	As scheduled	
Parent Teacher Conferences	As scheduled	
Parent Teacher Organization Meetings	As scheduled	
Principal Coffees	As scheduled	
Parent Workshops	As scheduled	
School Documents		
Mission Statement	Annually	*

Approved: December 18, 2008
Committees Revised: Annually

Student Handbook	Annually	*
Athletic Handbook	Annually	*
Progress Reports	As scheduled	
Report Cards	Quarterly	
Staff, Substitute, & Volunteer Handbooks	Annually	*

DISTRICT COMMITTEE STRUCTURE

District Committee		Committee Membership					
Name	Chairperson or Contact Person*	Elementary School	Middle School	High School	District	School Board	Community Members
Technology Committee	Martha Williamson	X	X	X	X	X	
Curriculum, Instruction, & Assessment	Lyn Healy	X	X	X	X		
Professional Development	Lyn Healy	X	X	X	X	X	X
Teacher Mentoring	Lyn Healy	X	X	X	X		
Teacher Evaluation	Barbara Munsey	X	X	X	X		
Safety & Facilities	Martha Williamson	X	X	X	X		
Wellness	Cathy Zylinski	X	X	X	X	X	X
Emergency Planning	Cathy Zylinski	X	X	X	X		X
Health Insurance	Martha Williamson	X	X	X	X	X	

*

Martha Williamson, Business Administrator
 Lyn Healy, Director of Professional Learning
 Barbara Munsey, Superintendent
 Cathy Zylinski, Director of Special Services

The mission of the Epping School District is to focus on the potential of every student and engage them to be passionate, confident learners who demonstrate competence and have strength of character to reach their highest aspirations and thoughtfully contribute to a diverse and changing world.

Approved: December 18, 2008
 Committees Revised: Annually