

How We Communicate

This series is intended to provide transparency, clarity, and communication norms and expectations for Saline Area Schools families and students. Posted 12.18.25.

ParentSquare

Saline Area Schools uses the ParentSquare platform for day-to-day communications, weather-related school delays and closures, and emergencies or incidents at school. Families are invited to activate their ParentSquare accounts by logging into www.parentsquare.com using the email address associated with their student. All families are able to establish their preferred means of communication for day-to-day messages (selecting email, text, or app notifications). In an emergency, families will be notified with an alert, which overrides established or preferred settings. A corresponding application, [StudentSquare](#), is available to students in grades 6-12 who wish to receive communication from teachers, advisors, or coaches via an app notification.

How We Communicate Saline Area Schools



Regular School Communications

How We Communicate Regular School Communications



Regular notifications from Principal and Superintendent.



Frequency and method of teacher communications varies by teacher and grade level.



Staff prohibited from using personal devices for school communications.



Please allow time for staff to thoughtfully research and respond.



Generally, families can expect weekly updates from their building principal and every other week updates from the Superintendent. Teachers are encouraged to provide regular updates to families that include classroom or curriculum highlights. Communication frequency and format vary by teacher and grade level.

Staff are encouraged to exercise boundaries between personal and professional roles and are not expected to respond immediately. Additionally, staff are prohibited from communicating with families using personal communication devices and sharing photos or recordings of individual students directly with families.

Weather/Facilities Delays and Closures

In the event schools are closed or delayed, the District will notify families and staff using a ParentSquare alert with a text, email, phone call, and app notification (if installed). ParentSquare alerts are delivered immediately. After families and staff have been directly notified, the District will post a notification on the school website, share closure announcements on social media, and share with local media outlets.

Decisions about after-school activities are often made separately from decisions about school day closures. When school is canceled in the morning, after-school and evening activities closures will be communicated to families by mid-day.

Families will NOT receive a message if school remains open as scheduled.

Power outages and building concerns may also result in school closures. Factors impacting the ability to hold school include student safety, security, transportation, food service, and more. Families will be notified using a ParentSquare alert as soon as possible once a decision is made.

Please refer to the [Winter Weather FAQs](#) on our website for additional information.

How We Communicate Weather/Facilities Delays and Closures



Families notified via ParentSquare alert (email, text, phone, and app).



Notifications posted on website, social media, and local media outlets.



Decisions about after-school and evening activities may be made separately from decisions to hold school.



No message if school remains open.

Attendance

Attendance is crucial for student success. Families are encouraged to contact their student's school when they will be absent.

- Elementary Buildings and Liberty School: Please notify your student's building to indicate your student will be absent.
- Middle School & High School: Please use the PowerSchool application to submit any attendance notes for your student.

Families will receive automated attendance notifications.

- Elementary Buildings: Unexcused absence notifications will be sent daily by 10:30 a.m.
- Middle School & High School: Absences are updated immediately in the PowerSchool app. Parents/guardians are additionally notified of unexcused absences and tardies daily by 4:30 p.m.

We care about your students' success! Families of students who are chronically absent will receive communication from the school, including offers of support.

How We Communicate Attendance



Attendance is crucial for student success!



Please notify your students' building office if they will be absent.



Each school sends automated notifications for students marked as "unexcused."



Chronic absenteeism will result in communication and offers of support.



Incidents at School

Examples may include: Hold or Secure protocols, altercations, threats, etc.

How We Communicate Incidents at School



Families of students directly involved will be contacted directly.



All families in a building will be notified when necessary.



Every incident is unique and requires a situational response.



Student privacy laws may limit the amount of information that can be shared with families.



While every situation is unique, we hope to provide families with guidance about what they might expect in these situations. In any incident or emergency at school, the district's top priority is to ensure the safety of our students and staff. Families are strongly encouraged to familiarize themselves with the [Standard Response Protocol](#). This language, adopted from the ILoveUGuys Foundation and the Michigan State Police, provides standard terminology to address a variety of situations in and around our schools.

Principals are committed to notifying families when an incident causes a disruption to student learning. Notifications to families may be delayed while administrators handle incidents.

- When an incident or safety concern involves an individual student or a small group of students, families with students directly involved will be notified directly. The method and timing of the notification may vary depending on the severity of the incident and the information available to administrators at the time of the incident.
- When an incident or safety concern impacts an entire building, all families with students in that building will be notified as soon as possible.
- School personnel are required to abide by laws that protect the privacy of students and employees. These laws may limit the amount of information that can be shared with families.
- First responders are often present in our buildings, attending meetings, conducting training, or visiting. Families should not expect a notification each time a first responder is present during the school day.

Emergencies at School

Examples may include: Power outages, Lockdown, Evacuate, or Shelter protocols, etc.

It is understood that during an emergency, parents/guardians are concerned with the safety of their student. Individual attempts to contact the school directly detract from the ability to resolve the incident.

- Families will be informed as soon as accurate information is available using all available contact methods, sent as a ParentSquare alert (phone, text, and email).
- Families should refrain from calling or visiting the school to seek updates. This keeps phone lines open for emergency correspondence and allows staff to focus their efforts on student safety.
- Families should avoid contacting their students directly during an emergency. This helps safeguard against cellular communication systems overloading and the potential security implications of a ringing phone call.

How We Communicate Emergencies at School



Our most urgent priority is taking steps to ensure the safety of students and staff.



Families will be notified as soon as we are able.



Families should refrain from visiting or calling the school.



Families should avoid contacting their student directly.

Individual attempts to contact the school directly detract from the ability to resolve the incident.



How YOU Communicate

Raising a Question or Concern

Many questions can be easily answered by the teacher/advisor/coach directly involved in the class or program. Families are expected to extend the same professionalism in their communications with staff that staff are expected to extend to families. Families can expect staff to respond to a message or email within two business days, understanding that some inquiries may take additional time to research and respond fully. Staff are encouraged to exercise boundaries between personal and professional roles and are not expected to respond immediately. Please consult this communication flow-chart when seeking solutions:

- Step 1: Classroom Teacher (coach or advisor)
- Step 2: Assistant Principal (Heritage, Middle School, High School only)
- Step 3: Principal
- Step 4: Director or Executive Director
- Step 5: Superintendent

How YOU Communicate Raising a Question or Concern



Most questions are best addressed directly by the teacher/advisor/coach. When additional support is needed, please consult:

Step 1: Classroom Teacher (advisor or coach)

Step 2: Assistant Principal (if applicable)

Step 3: Principal

Step 4: Director/Executive Director

Step 5: Superintendent

Please allow time for staff to thoughtfully research and respond.



Emergencies Outside the School Day

How YOU Communicate Emergencies Outside the School Day



Call 9-1-1 or 9-8-8 (Suicide and Crisis Lifeline) for emergencies



Use OK-2-SAY for confidential tips 24/7.
Call: 855-565-2729 (8-555-OK2SAY)
Text: 652729 (OK2SAY)
Email: OK2SAY@michigan.gov



District phone, email, ParentSquare, and Let's Talk are NOT monitored 24/7 and should NOT be used in an emergency.

District communication platforms (email, phone, ParentSquare, Hornet Hub) are NOT monitored 24/7 and should not be used in case of an emergency. If your safety or the safety of your student is at risk, utilize emergency services:

- 9-1-1
- 9-8-8 Suicide and Crisis Lifeline

OK2SAY is monitored 24/7 and can be used to confidentially report tips regarding potential harm or criminal activities at school or involving students. To make a report, Call: 8-555-OK2SAY (855-565-2729), Text: 652729 (OK2SAY), or Email: OK2SAY@mi.gov

