

# CHAUTAUQUA LAKE SECONDARY SCHOOL

Student Communication Guide: Effective communication and understanding how to access essential information will be key success and confidence in navigating the school year.



Scan the QR codes to take you to our digital communication systems' apps and landing pages. This one takes you to our school's website.

1

## Google

Daily Class  
Communication

### Student Accounts

Google Log In  
Gmail  
Google Classroom  
Google Forms, Docs, Slides, etc.

### Communication

Receiving/Sending emails  
Late Bus Sign Up Google Form  
Accessing and turning in digital assignments  
Sign Ups for Sports and Clubs

### Need to Know

This is a monitored communication system and is for school use only.



2

## Announcements

Daily School  
Communication

### 7:57 every day

Student produced through TV  
Productions Class



### Communication

Daily Announcements are the primary means of communicating with all students about opportunities, celebrations, club and athletic info, school info, and the daily menu.

### Streaming

Can be accessed online through our streaming service on our website. The content refreshes daily.

3

## ParentSquare StudentSquare

Instant messaging system

### App based msg

Download app  
Log in with student google account  
Add cell contact info to student account.

### Communication

Important info and instant messages from Coaches, Advisors, and teachers

Messages and voice recording messages will also be sent to parents through this system

### Student Data Privacy

Student data and contact info remains confidential.



4

## PowerSchool

Schedule, Grades,  
Attendance

### Academic Progress

The most important knowledge you can have is how well you are doing in your courses.

Schedules, Grades, and Attendance should not be a mystery.

Check it weekly, talk with your teachers, and stay organized so that you have your best year yet!



5

## Socials & Say Something

Stay connected

### Follow us: chautauqualakecsd



We love to celebrate how proud we are of our students on Facebook & Instagram.

The district will also post reminders on social media, so please follow us, but all of the day to day important info will come from 1, 2 and 3!

### Say Something

If something is wrong, tell a trusted adult what's going on. If you recognize and need to report signals of threats (either to someone else or self) that you see on social media, in school, or in the community, find a trusted adult OR if need be, use the anonymous reporting system Say Something Anonymous Reporting System.



Mrs. Cowan, 10th & 12th grade Counselor  
Mr. Richardson, 9th & 11th grade Counselor  
Ms. Stow, 6th-8th grade Counselor

Mrs. Curtin, Principal  
Mr. Bongiovanni, Dean & Athletics  
Mrs. Cummings DASA Coordinator, Social Worker

Mrs. Tarnowski and Mrs. Reynolds Upstairs Secondary Office  
Mrs. Prewitt: Guidance office  
Mrs. Preston: Dean and Athletics office.