

Administrative Procedure

Sept. 23, 2008

Adopted
Revised

406 Instant Parent Contact System

I. Purpose

To provide guidance in the use of the Instant Parent Contact System – SchoolReach. The main purpose of this system is to have a vehicle for notification of parents regarding emergency situations that demand their attention. Overuse of the system for less important announcements may lead parents to ignore important messages.

II. Emergency Announcements

The phone system will be utilized for emergency announcements that may lead to late starts, early dismissals or school cancellations.

If there is on-campus violence or other emergencies that necessitates the notification of parents the phone system may be used. These emergencies may include lockdowns, bomb threats, bus accidents, evacuation of buildings or such events that necessitates that parents be immediately notified.

The decision to make emergency announcements via phone will be approved by the superintendent or designee.

III. General Information Announcements

The phone system may be utilized for attendance calls and lunch account reminders. Other general information announcements must be used sparingly. The decision to make general information announcements will be approved by the building principal or activities director after consulting with the superintendent or designee.

The SchoolReach email system may be used on a more widely than the phone system as emails are non-intrusive versus phone calls. General information that may be announced via email includes building announcements, parent-teacher conference reminders, newsletters, field trips or other non-emergency messages.