

Dear Parents,

Keeping parents informed and involved helps to assure student safety and improve student success. With today's on-the-go lifestyles, it has become more difficult for schools to reach families quickly and effectively. This is why our school has decided to implement a new system called Honeywell Instant Alert[®] for Schools.

Instant Alert for Schools is an essential tool for notification and communication. Within minutes of an emergency, school officials can use Instant Alert to deliver a single, clear message to the students' parents or guardians by telephone, cell phone, e-mail, pager or PDA in any combination. Instant Alert can also be used to notify you of a school closing due to inclement weather. It's an equally effective way to keep you informed of everyday activities, such as event times and locations as well as schedule changes.

Instant Alert is Internet based, allowing each family to maintain a secure, password protected online profile. Included in this letter is an instruction sheet for accessing the system and creating your profile. You can log into your profile at any time to update your contact information. Maintaining the accuracy of your profile will increase the ability of the school to keep you informed. ***Please keep in mind that we are using this system as a communication tool only. Making changes in your profile does not replace having to directly inform the school regarding changes in addresses, phone numbers, custody issues, and who is permitted to pick up students at school.***

Your online profile will enable you to:

- Input your personal contact information
- Select which type of school information you would like to receive on each of your contact devices
- Add contact information of other caretakers of your children, such as a grandparent or babysitter.

The system will be ready for you to use at <https://instantalert.honeywell.com> on **April 28, 2008**. We encourage all of you to take advantage of this opportunity, as we will be utilizing this system for most of our school-to-home communication.

Please look over the additional notes and instructions attached to this letter. If you need assistance with your profile, please go to <https://instantalert.honeywell.com> and click on the **Help Request** link on the lower right hand side of the page, or contact the school. Be sure to set your e-mail spam filter to receive e-mail from Honeywell.com. If you do not have access to a computer, you may access one at the public library, or please call your student's school office and make an appointment to use a school computer. We hope you enjoy this new service!

Sincerely,

Gregg Elchert
Asst. Superintendent
Director of Pupil Personnel

Parent Notes

1. The original information in your Instant Alert account was transferred as best we could from our school software. It includes your child(ren's) name, your home phone number, and parent names. In some cases where our information listed parents as Mr. and Mrs. John Doe, the parent names in the account are listed as follows:
Doe, John
Doe, Second Parent
You will be able to edit these fields and put in the correct names.
2. If there are custody issues involving your student(s), only one account was created for each student based on the information contained in our electronic files as to which parent is the custodial or residential parent. As the custodial or residential parent you can add the non-custodial or non-residential parent to your account and assign a phone number or e-mail to them and they will get the InstantAlert Messages. If you choose not to add them to your account, the non-custodial or non-residential parent can request an account be created for them provided that there are no court papers on file that prohibit them from having this information.
3. Please look at the attached list that describes each message category and the types of messages that are included in each category. This information should help you determine how you want to receive each type of message. For example you probably do not want to receive a phone call on your cell phone while you are at work for a message from the General Category reminding you that school picture money is due. You would, however, want to receive a call on your cell phone while at work if the message is in the High Importance Category and would tell you about a gas leak at your student's school building.
4. Messages in the School Closing Category will generally be sent between 5:30 AM and 6:15 AM. However, if we delay school initially and then subsequently close that message would be sent prior to 8:15 AM. You will need to decide for each category of message how you want to receive it.
5. Keep in mind that you can receive the same message in more than one fashion. You may want a High Importance Category message to be sent to your home phone, your cell phone, via text message, and e-mail.
6. You can also add up to four additional contacts (ie: grandparents, babysitter, neighbors) to your account and input their phone numbers and the types of messages you want them to receive. For example, if your students are at a grandparent's house or babysitter's house in the morning, you may want them to receive a call about school closings or delays.
7. You will have to add your cell phones, e-mail addresses, pager numbers to your account if you want to receive messages on these devices. If your cell phone is also your home phone do not add this number in the cell phone field. You can add your text messaging device on the Alert Set-Up page.
8. If you do not have a home computer with internet access, you can make arrangements to use a computer at the school or you can have access to a computer at the public library in order to establish and manage your account.
9. When managing your account you may ignore the features that refer to custody and pick-up rights. We maintain this information in the student's permanent record file. **We will not use this informational feature in the InstantAlert program.** All records of custody and information about who is permitted to pick students up at school must be handled **in person** with office personnel where your child attends.

Honeywell Instant Alert[®] for Schools

Parent User Interface

Website URL: <https://instantalert.honeywell.com>

Minimum Requirements

Register and create your account

1. Go to the Honeywell Instant Alert for Schools website listed above.
2. If you are not a staff member in the school, click on 'Parent' in the New User box.
3. If you are a staff member in the school, use the user name and password given to you by the school.
4. Complete the student information form. Click 'Submit.'
5. Complete the corresponding screen. Click 'Submit.'
6. After receiving the Confirmation message, click 'Proceed' to get started with Instant Alert.
7. *Note:* Remember your Login Name and Password so you may use it to update your profile.

View and check details about yourself and your family members

1. Upon successful login, click on 'My Family.'
2. Click on a parent name to view and edit parent details.
3. If your cell phone is also your home phone, place your cell phone number in the home phone field and leave the cell phone field blank. You can add your cell text messaging on the Alert Setup using the instructions below.
4. Click on a student name to view details about your children enrolled in this school.

Configure alert settings for yourself

1. Click on 'Alert Setup.'
 2. Click on the check boxes to select which alert type you would like to have sent to which device. Click on 'Save' when complete.
 3. If you would like to add another contact device, select the device type and enter the device details. Select the person to whom the device belongs and click on 'Add.'
 4. For e-mail, text messaging and pagers you may send yourself a test message. Click on 'Send Test Message' to send yourself a message.
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Additional Functions

View History of Alerts

Click on 'Alert History' to view Alerts that have been sent to you. Use the calendar icons and 'Alert Type' list to filter the Alerts.

Identify key contacts for your children

1. Click on 'Other Contacts.'
 2. Click on 'Add New Contact' and complete the form.
 3. You may ignore the Pick-Up Rights field as the district is not using this feature.
 4. Click on 'Save' when complete.
 5. If you would like this person to receive Alerts from the school, return to the 'Alert Setup' page to configure this person's alert settings.
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For Assistance: <https://instantalert.honeywell.com>

Click on the **Help Request** link in the lower right hand side of the page

Be sure to set your e-mail spam filter to receive e-mail from Honeywell.com.

Types of messages that will appear in each category.

School Closing

Closing of all Schools due to inclement weather or other causes
Closing of a single building or buildings due to inclement weather or other causes
2 Hour Delay due to inclement weather or other causes

High Importance

Emergency Messages during the school day such as lockdowns, bomb threats, and other incidents that are of immediate concern to parents and guardians. Messages in this category would include appropriate instructions for parents about where they should go to pick up students or where and when further information will be available.

Messages outside of the school day about incidents such as a death of a staff member or death of a student.

Transportation

Messages that deal specifically with issues about school transportation, bussing, and getting students to and from school, dropping off and/or picking up students at school.

Activities

Messages involving school activities that would include but are not limited to items such as: athletic practices, games or contests; school dances, school club news; drama practices and events, musical concerts and practices, and trips; school open houses.

General

All other messages that would include but are not limited to items such as: reminders about field trips, due dates for fundraising money, school picture announcements, reminders about school fees, messages that are currently sent home with the student on a sheet of paper, reminders about parent-teacher conferences, notice of when progress reports or grade cards are being sent home with students.