



PRINCE OF PEACE
CATHOLIC SCHOOL



Dear Parent,

Communications between school and home have never been more important -- for weather notification, emergency alerts or other general announcements.

Prince of Peace Catholic School has implemented the School Messenger broadcast system which enables school personnel to notify all households and parents by phone, email and text within minutes of an emergency, inclement weather, unplanned event or other school communication.

This notification service is provided by School Messenger, a company specializing in school-to-home communications. The service has the flexibility to provide voice, text and email messages based upon the contact information we have on file for your student.

Prince of Peace Catholic School will also continue to report school closings due to snow or weather on the Emergency Closing Center as well as social media including Facebook.

In an effort to ensure you receive these communications, please make sure the school's office has updated contact information on file. This includes: parent email addresses, home and cell telephone numbers.

Prince of Peace Catholic School will provide the following communications to parents:

Email:

- Weekly school newsletter [POP News](#)
- Medical Alerts which include notification on classroom cases of strep throat, lice, etc.
- Periodic reminders regarding upcoming school events, i.e. picture day reminder
- Notes from your teachers
- Notes from classroom parents regarding upcoming class events and parties
- Other correspondence from the school office

Phone Text Messages are used for emergency communications only.

- School closings due to weather or other circumstances
- School lockdown information

In the event of a lockdown, the school will notify parents via text message. **Please DO NOT call the school.** Please know that we will work with law enforcement to do everything possible to keep our students and staff safe. We need to keep phone lines open, so that law enforcement can reach us if needed.

Soft lockdown: all doors are locked and students are kept inside. Visitors are not allowed into the building.

Hard lockdown: all doors are locked, students are kept inside and in classrooms. No one is allowed in the building. School and parish office phones will not be answered. We must remain focused on keeping everyone safe. **Please do not contact students or staff on their cell phones; cell phones should be off during a hard lockdown.** Dismissal procedures may be delayed or altered; parents will be notified via text, email and the school website about any changes.

It is important that you notify the school office of any changes in your email or telephone numbers; updating your information on the online school directory does not update your information with the office. Please send an email to the school office giving your new information. This facilitates alerting teachers and staff of the changes.

Please read and initial each item below and sign at the bottom.

_____ We agree to keep the school office notified of any changes to our communication information.

_____ We agree to receive email communications from the school.

_____ We agree to receive text messages from the school for emergency situations only.

Student name _____

Signature _____ Date _____

This document is in effect as long as the student is registered in the school.