

Parent/Staff Notification System

In the spring of 2008 the Board of School Directors approved the purchase of an automated telephone notification system. This system allows the District to contact parents of students to provide important information. While the system will be used primarily for emergencies, school delays and cancellations, it can also be used to communicate general announcements. The notification system is an enhancement to, rather than a replacement of, more traditional methods of communication. (Please see "Other Sources of Information" below.)

What You and Your Family Need to Know

Phone Numbers: The primary number is typically the home phone number. Secondary numbers are additional contacts for parents, which are typically a mobile phone number and/or a work phone number. However, parents may choose to use any number as the primary or secondary numbers. Parents should contact the office at the school their child attends if they would like to add/change a number.

Evening Decisions: If a decision is made in the evening to delay or cancel school for the next day, calls will be initiated to primary numbers by approximately 9:30 p.m., with the latest call going out by approximately 11:30 p.m. if feasible.

Morning Decisions: If a decision is made after 11:00 p.m. the night before (therefore after the point where a broadcast could be concluded by 11:30 p.m.), the broadcast to all primary numbers will begin at approximately 6:00 a.m. the next morning, with the latest calls going out at approximately 7:00 a.m. when feasible.

From Delay to Cancellation: If it becomes necessary to cancel school after a delay was initially announced, the broadcast will be initiated to the primary and secondary numbers as soon as possible.

Early Dismissal Due to an Emergency: If it is necessary to dismiss students early due to an emergency, the broadcast will be initiated to the primary and secondary numbers as soon as possible.

Other Sources for Information: Parents will continue to receive information through mailings and personal phone calls from the school. Information on school delays and cancellations will continue to be available on the District's web page (<http://www.westallegheny.k12.pa.us/>), announcements by local media, recorded messages on the main telephone lines at each building and the district office, and on the district Newsline (724-695-5205).

Caller ID: Caller ID will display the District's phone number (724-695-3422).

Answering Machines: The system will detect that a machine has answered and will play the message to the machine. The system will allow approximately 10 rings (approximately 14 seconds) before hanging up.

Message Repeat: At the end of a message the system will repeat the recording in its entirety.

Attendance: The District may use the system to alert parents when their child is absent from school.