



## With our Parent Notification System Blackboard Connect

## Junction City School District

Keeping you informed is important to us. By filling out the form below you help us keep you up-to-date on your student's attendance, in emergency situations, school events, and on important issues. The information is provided to you through software that can relay messages through voice messages, e-mail communications, and text messages.

For Oaklea Middle School and Junction City High School, we invite you to monitor your student's attendance, homework assignments, and grades through a program called *Home Access Center*. Usernames and passwords are mailed a short time after school begins.

To update your information, or if your student is new to the district, please fill out one form per student and return to your student's school building.

<input type="checkbox"/> New Student	School Attending: / Grade:	
<input type="checkbox"/> Update Please include student's name and fill in area needed updating.		
Student Name:	Language you wish to receive calls?	
Parent Name:		
How do you want to be contacted Through Blackboard Connect? <u>Must have a phone that receive voice calls.</u> Text messages and email are optional.		
<input type="checkbox"/> Home Phone Number:	<input type="checkbox"/> Cell Phone Number:	Texting Yes <input type="checkbox"/> No
<input type="checkbox"/> Work Phone Number:	(Sorry, Extensions can not be keyed in)	
Do you wish to receive Student Announcements & Newsletters?		
<input type="checkbox"/> Yes <input type="checkbox"/> No If yes, please include your Email Address:		
Building Use Only: <input type="checkbox"/> Eschool updated / PNS: <input type="checkbox"/> Add <input type="checkbox"/> Drop		
Please send to District after input if <u>email address</u> has been added or updated.		

### Types of messages Junction City School District or Schools may send out using the parent notification system, Blackboard Connect. Examples:

**Attendance Call:** "This is (School) calling to notify you that your child was marked absent from one or more classes today. Please call the office immediately at 541-998-#### to verify the absence. Thank you."

**Lunch Account:** "This is a courtesy reminder that your student needs lunch money. Checks can be made out to to the school. Please also note your student's name in the memo area."

**Inclement Weather:** "Good morning Junction City Parents, Due to inclement weather and icy road conditions school will start two hours late today."

- 2 Hour Delay
- 2 Hour Delay, busses on snow routes (Snow route information is available on the website: <http://www.junctioncity.k12.or.us/schools.html>, For consistency in travel, busses that begin the day on snow routes will also end the day on snow routes regardless of road conditions.)
- Busses on Snow Routes (Busses that begin the day on snow routes will also end the day on snow routes regardless of road conditions.)
- School is closed due to inclement weather

**Electrical Outage:** These messages vary. If power is out at the school but is anticipated to repaired in a quick turn around time, there may be a 2 Hour Delay. If power is not expected to return, school at that building will be cancelled.

**Outreach Messages:** These message are usually reminders, or messages regarding upcoming events.

**Parents: please ensure your school has your most up-to-date emergency contact information on hand.** In the event of an emergency, school staff will use that information to contact you.

### Emergency Messages:



#### **What is a lockout?**

A Lockout is a precautionary measure when there is a threat or hazard **outside** of the school building. Whether it's due to violence or criminal activity in the immediate neighborhood, Civil disobedience, or a dangerous animal in the playground, Lockout uses the security of the physical facility to act as protection.

During a lockout, a message is sent to parents as soon as possible.

- Those students outside the building are brought to their room and return to class as usual.
- All doors that exit the building are locked. Interior doors may remain unlocked.
- For the safety of all no one, including parents, are allowed to enter the building or exit the building during a lockout. *(Please DO NOT come to the school and put yourself and others in possible harm's way.)*
- **Please DO NOT call authorities or the school. Additional calls hinder the ability of staff and authorities to respond to the primary task: keeping everyone safe. Phone lines must remain open for the schools to communicate.**
- Follow up messages will be sent as new information is available, and therefore will take time. We will send information as soon as it is available.
- It's possible an investigation will be pending. The District and School personnel may not be able to share the outcome of the incident until authorities are finished processing information. In many emergency situations, school officials may only release information with the permission of law enforcement.



**What is a Lockdown?** – Lockdown is a classroom-based protocol that requires locking the classroom door, turning off the lights and placing students out of sight of any corridor windows. Student action during Lockdown is to remain quiet. It does not mandate locking outside doors. There are several reasons for not locking perimeter doors during a Lockdown. Risk is increased to students or staff in exposed areas attempting to lock outside doors. Locking outside doors inhibits entry of first responders and increases risk as responders attempt to breach doors.

During a lockdown, a message is sent to parents as soon as possible.

- Those students outside the building are taken to – or should go to – the evacuation safe site.
- Interior doors are locked and may be barricaded.
- For the safety of all, please **DO NOT** enter the building or exit the building during a lockdown. *(Please DO NOT come to the school and put yourself and others in possible harm's way.)*
- **Please DO NOT call authorities or the school. Additional calls hinder the ability of staff and authorities to respond to the primary task: keeping everyone safe. Phone lines must remain open for the schools to communicate.**
- Follow up messages will be sent as new information is available, and therefore will take time. We will send information as soon as it is available.
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**Evacuate – “To a safe location”** – Evacuate is called when there is a need to move students from one location to another. The classroom teacher is usually responsible for initiating an evacuation. In a police led evacuation, students may be instructed to form a single file line and hold hands front and back. Or students and staff may be asked to put their hands on their heads while evacuating. Other directions may be invoked during an evacuation and student and staff should be prepared to follow specific instructions given by staff or first responders.

**During Evacuate Conditions, a message is sent to parents as soon as possible.**

- Those students outside the building are taken to an off campus area.
- For the safety of all, please **DO NOT** enter the building or exit the building during a lockdown. *(Please DO NOT come to the school and put yourself and others in possible harm’s way.)*
- **Please DO NOT call authorities or the school. Additional calls hinder the ability of staff and authorities to respond to the primary task: keeping everyone safe. Phone lines must remain open for the schools to communicate.**
- Follow up messages will be sent as new information is available, and therefore will take time. We will send information as soon as it is available.



**Shelter** - Shelter is called when the need for personal protection is necessary. This includes spontaneous events such as tornado, earthquake, tsunami or hazmat. During this time safety strategies may include: Evacuated to shelter area; seal the room; Drop, cover & roll; get to high ground.

**During Shelter Conditions, a message is sent to parents as soon as possible.**

- Those students outside the building are taken to an off campus area.
- For the safety of all, please **DO NOT** enter the building or exit the building during a lockdown. *(Please DO NOT come to the school and put yourself and others in possible harm’s way.)*
- **Please DO NOT call authorities or the school. Additional calls hinder the ability of staff and authorities to respond to the primary task: keeping everyone safe. Phone lines must remain open for the schools to communicate.**
- Follow up messages will be sent as new information is available, and therefore will take time. We will send information as soon as it is available.

**Questions from Parents:**

**Why didn’t I receive a phone message?**

- Each situation differs in the level of severity and how it impacts the school day and families. For instance, if a Lockout is put into place but is lifted after just a few minutes with minimal impact to the school day, your principal may decide he or she will send a letter home for information purposes. In other cases, the District will decide to send both a phone message *and* a paper letter home.
- Are your contact numbers updated with the school?

**Can I come to the school and take my child home?**

- During a lock out or lockdown, your child’s school is a secure area. School officials and law enforcement are working together to keep everyone safe, and no one is allowed to enter or exit the school. To ensure everyone’s safety we ask that parents please refrain from coming to school campuses during a lockout or lockdown.