

Butler Public School District

Honeywell

Instant Alert® for Schools

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.

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 neighbor

The system will be ready for you to use at <https://instantalert.honeywell.com> on **August 15, 2009**. 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.

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; **BHS – 973-492-2000, RBS – 973-492-2079, ADS – 973-492-2037**. 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, please feel free to come to the school to use our facilities.** We hope you enjoy this new service!

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Please Note: If you change your primary or cell phone number in the Alert system online, you must also call your child's school and notify them of the change.

District Emergency Procedures - Please take note of the following:

If the schools are closed for a weather related event, you should receive a call from this Alert System. If you do not receive a call, you may call the school's main phone number to determine if school is closed.

Additionally, the district will also notify Channel 12 News and WGHT Radio of our school closings.

In the event of a catastrophic emergency, the district will make every effort to notify parents. You will be notified via this emergency system and as soon as possible Emergency Web notices will be posted only on <http://www.morris.k12.nj.us/butler>. General web announcements and all other district communications can be found on the web at <http://www.butlerboe.org>.

In all events, if you do not receive a call from this Alert System, you need to check your online information to make sure we have your current phone number listed.

Sincerely,

Butler Public Schools