



Dear Parents and Guardians of SCSD2 Students:

Scott County School District 2 is ready to launch the next phase of our SchoolReach calling plan. We are expanding our **Daytime Alert** system for all SCSD2 families.

As you learned at registration, SCSD2 has an automated calling system called SchoolReach. This system allows the school administration to send mass phone messages out to large groups at one time. Many of you have already received some messages this year. General Messages, such as those listed below, will go to the *home* phone number that you have listed in Harmony.

<u>General Messages:</u>	6:00 a.m. calls... school is cancelled
(to <i>home</i> phone)	6:00 a.m. calls... school is delayed 2 hours
	Evening calls... school will be cancelled or delayed tomorrow
	Evening calls... school-wide event reminders (open house, etc.)
	Evening calls... reminders on low lunch balances
	10:00 a.m. calls... attendance checks on absent students

ALL of these calls will go to the number listed as your HOME number.

The NEW part of SchoolReach is our expanded **Daytime Alert** system. The Daytime Alert system will be used if we have any changes to the school day that are announced DURING the school day. (We used this system two weeks ago for our early dismissal water emergency!) Daytime Alert calls will be sent to any numbers you have listed in the Harmony fields of home number, mother cell, and father cell.

Several SCSD2 parents have expressed an interest in sending daytime alert messages to other caregivers such as grandparents, babysitters, or non-custodial parents. **Therefore we created three additional fields for daytime alert phone calls!** These are called Alert 1, Alert 2, and Alert 3 in the Harmony demographic screen.

If you want to have additional caregivers called during daytime alerts, there are two ways to get them in the system. Pick the method that works best for you... and remember to do this for each child you have in the SCSD2 school system.

- 1- Web entry: Log on to your school's web site  
Open Harmony using password  
Select "demographics" from left column, scroll down to find the alert fields  
Add your 10-digit numbers into the Alert 1, Alert 2, and Alert 3 fields  
Select "submit"

- 2- Phone entry: Call your school office and give the numbers to the school secretary.

Remember, we already have your Daytime Alerts set for home, mom cell, and dad cell. You only have to act if you want *additional* numbers added to your alert calling list!

If you have any questions, please contact your building administrator. If you are interested in entering additional Daytime Alert numbers, please do so soon. Our system is only as strong as the data that it includes. Thank you for keeping all of your phone contact information updated through Harmony or your building secretaries!

Sincerely,

Robert D. Hooker, Superintendent of Schools

**SchoolReach**  
One Call Calls Them All