

St. James Lutheran School

1000 Sixth Avenue - P.O. Box 680

Howard Lake, Minnesota 55349

Phone (320) 543-2630

2024

Dear Parents,

In an effort to improve communication between parents and school we are continuing the use of a telephone broadcast system that will enable school personnel to notify all households and parents by phone within minutes of an emergency or unplanned event that causes early dismissal, school cancellation or late start. The service may also be used from time to time to communicate general announcements or reminders. This service is provided by SchoolMessenger, a company specializing in school-to-parent communications.

When activated, the service will simultaneously call all phone numbers in our selected parent contact lists and will deliver a recorded message from the school. The service will deliver the message whether a person answers or an answering machine/ voice mail picks up. When there is no answer or the line is busy the system will automatically retry twice in fifteen minute intervals after the initial call. Along with the new system, we will continue to report closings on television and radio and you should watch/listen for **Howard Lake –Waverly- Winsted, public and parochial** during school announcements.

NOTE: 1) This requires NO registration with SchoolMessenger by the parent.

2) All information and contact numbers are strictly secure and confidential and are only used for the purposes described herein.

Here is some specific information you should know:

- **Caller ID:** The caller ID will display 320-543-2630, which is the main number for St. James School.
- **Live Answers:** There is a short pause at the beginning of the message, usually just a few seconds. Answer your phone as you normally would; “hello” and hold for the message to begin. Multiple “hellos” will delay the message. Inform all family members of this process.
- **Answering machine:** The system will detect that your machine has answered and will play the recording to you machine. The phone will ring for up to 40 seconds, but make sure your machine answers after four rings or you may miss the message.
- **Message Repeat:** At the end of the message you will be prompted to ‘press any key’ to hear the message again. This is very helpful when a child answers the phone and hands it to a parent, who can then ‘repeat’ the message in its entirety.

Please complete the attached form and return it with your student on the first day of school.

St. James Lutheran School
Howard Lake, Minnesota

2024/2025 Emergency Announcement Information

Last Name: _____

Students First Names: _____ Gr. _____

_____ Gr. _____

_____ Gr. _____

_____ Gr. _____

Primary Contact Phone Number _____

Secondary Contact Phone Number: _____

The above numbers may be home, work or cell phone numbers. If there is any change in these numbers, please contact the school office immediately so we can update your records.