

# BOLTON PUBLIC SCHOOLS

## *Information Communication System*

The Bolton Public School district uses the School Messenger automated system to communicate important information to families. The contact methods of that information include home, work and cell phone numbers along with email addresses for each parent/guardian that we have on record. It is critical that we have **correct** contact information for all parents/guardians. If you have recently changed a phone number or email address, please notify the appropriate school office.

There are three (3) categories of messages:

- **General Messages** – these messages will be sent to home and cell phones, emails and SMS text message and will **NOT** be of an urgent/emergency nature (event reminders/cancelations, non-emergency messages from the Superintendent’s Office, etc.).
- **Non-school Hours Emergency Messages** – these messages will be sent to home and cell phones, emails and SMS text contact information and will be sent for school closings or delays due to inclement weather or other unforeseen circumstances (power outages, etc.). This category will also be used when an early dismissal is determined before school begins.
- **In-school Emergency Messages** – these messages will be sent *during school hours* to **all** contact information and will only be used for urgent/emergency situations such as early dismissals due to inclement weather or other unforeseen circumstances (power outages, etc.). The system allows us to monitor that contact **was** made and we will diligently attempt to contact you or the emergency contact(s) you have provided us for all communications sent out under this category.

We will *continue* to post information on school delays, closings or early dismissals on our website (when power is available) and will contact the local television stations with this information as well.

To receive a SMS text message, **YOU** have to initiate the cell phone activation to receive them. Wireless carriers have very specific rules on their customers giving permission to receive certain “bulk” mail SMS text messages. Our vendor, School Messenger, has filed all the necessary paperwork to satisfy these rules and it is under their assigned “short code” number **68453** that we would be sending SMS text messages. Please read the information below and follow the “Opt-In” instructions if you choose to use this additional means of communication.

### **The “Opt-In” Process:**

To “Opt-In”, text any one of the following words (**subscribe, optin or yes**) to the number **68453**. If your action was successful, you will receive the following reply message: **You are registered to receive approx. 3 msgs/mo. Txt STOP to quit, HELP for help.** While the reply message states you can receive approximately 3 messages per month, there really isn’t any limit. However, the “rules” require that a number be stated and our vendor has chosen to use “3”. You will want to repeat this “Opt-In” process for each wireless number you wish to include.

Please note that our district does **not** pay for text message charges that may be incurred by you for sending or receiving text messages. Please check with your wireless carrier for possible charges before you “Opt-In” to receive any messages.

To “Opt-Out” at any time, text **STOP** to **68453**.

General information on the School Messenger system can be found at [www.SchoolMessenger.com/tm](http://www.SchoolMessenger.com/tm).