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# Reading Public Schools

*Instilling a joy of learning and inspiring the innovative leaders of tomorrow*

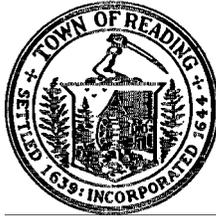
## Blackboard Connect Emergency Notification Contact Information

The Reading Public Schools will be using the Blackboard Connect automated telephone, email, and text messaging system in one of two ways:

- When used for routine informational purposes such as snow cancellations and community messages, one call will be made to “Telephone Number 1” and/or up to two email addresses.
- When used for more critical purposes such as a school lockdown or evacuation, calls will be made to all the listed telephone numbers below. In addition, messages will also be sent to the email addresses and text numbers listed below.

Please verify or add the telephone numbers and email addresses below and make the necessary changes to be included in these notifications and return this form to the Superintendent’s Office. **Please do not submit telephone numbers with extensions.** This information is for school department use only. Please include area codes with all telephone numbers.

<b>Staff Name</b>	
<b>School</b>	
<b>Position</b>	
<b>Telephone Number 1</b>	
<b>Telephone Number 2</b>	
<b>Telephone Number 3</b>	
<b>Telephone Number 4</b>	
<b>Telephone Number 5</b>	
<b>Email Address 1</b>	
<b>Email Address 2</b>	
<b>Text Message Number</b>	



## READING PUBLIC SCHOOLS

*Preparing Reading's Youth to Be Respectful and Productive Citizens of a Global Society*

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**Mary C. DeLai**  
*Assistant Superintendent*

**Elizabeth Conway**  
*Human Resources Administrator*

August 24, 2012

Dear Staff:

As part of our emergency safety plans we will continue to provide **Blackboard Connect** (Formerly Connect Ed), our telephone, email, and text messaging service throughout the Reading Public Schools. The service will enable us to personally communicate with staff and parents about emergency situations, school cancellations, school events and important issues impacting your child and our schools. It will allow us to send personalized voice messages to your family's home, work and/or cell phones. Essentially, a school principal or district administrator can make one phone call and reach all of his or her students' families within minutes. Furthermore, this allows us the ability to make one phone call to reach everyone in the entire district within minutes. For more information on the Connect Ed system, go to <http://www.blackboard.com/Platforms/Connect/Overview.aspx>.

As you may recall, we used the system several times last year and had a very successful connection rate with our families. Based on the system's proven track record, we know this message service will improve school and district-wide communications with parents and school system employees.

We plan to launch another district-wide test message sometime during the month of September. **In the meantime, please make corrections to the attached form and return it to your school secretary or the Superintendent's Office no later than Friday, September 7<sup>th</sup>.** To ensure success of the system for both emergency and community messages, it is important that your school has all of your current telephone numbers, email addresses, and text message numbers so that you will not miss out on any important communications.

If you have any questions, please do not hesitate to contact our office.

Sincerely,

*John F. Doherty*

John F. Doherty, Ed.D.  
Superintendent of Schools