

Lakeside Joint School District
19621 Black Road
Los Gatos, CA 95033
www.lakesidelosgatos.org
(408) 354-2372

Dear Parents,

Once again we will be using the *Blackboard Connect-ED*[®] service, which will enable us to personally communicate with parents, and staff, regarding emergency situations, school events and other important issues impacting you and your children.

It will allow us to send personalized voice messages to your family's home, work or cell phones, and also by e-mail. We will be able to reach everyone in the district within minutes. Based on the system's proven track record, we know that this messaging service will improve school and district-wide communication with parents and school system employees. We firmly believe that a more informed and involved parent leads to a higher achieving student.

Please help us by ensuring we have your current phone numbers and email addresses. Please fill out the student emergency card with all the numbers you want included in our system. Please be aware that the *Connect-ED* service cannot dial an extension, so be sure the numbers you include are direct lines.

Important Call Delivery Notes:

1. When a call comes from the school (or district), the message recipient's caller ID will display the school (or district's) phone number.
2. When listening to a message, please be aware that background noise will cause the system to "stop and start." It is carefully calibrated to determine whether a person or an answering machine/voicemail has been reached, and background noise may affect the delivery. If possible, move to a quiet area, or press the "mute" button on your phone.
3. If you missed any part of a message, please stay on the line and press the "*" (star) key on your phone to hear the entire message again.

EMERGENCY CLOSURE PROCEDURES

Under some circumstances, school cannot open due to loss of utilities (water, heat, electricity), severe weather, or dangerous road conditions. If this happens, the District will contact you via the Connect-ED system. The Superintendent will also notify the Radio Station, KLIV AM 1590 to make spot announcements as often as possible.

We strongly encourage you to have in your home; a radio that works on batteries, extra batteries, and a phone connected to your home number that works without electricity.

Lakeside Joint School District
19621 Black Road
Los Gatos, CA 95033
www.lakesidelosgatos.org
(408) 354-2372