



SCHOOL DISTRICT OF BONDUEL

400 West Green Bay Street • P.O. Box 310

Bonduel, Wisconsin 54107-0310

<http://www.bonduel.k12.wi.us>

DISTRICT
OFFICE
715-758-4860
FAX 715-758-4869

HIGH SCHOOL
OFFICE
715-758-4850
FAX 715-758-4859

MIDDLE SCHOOL
OFFICE
715-758-4840
FAX 715-758-4849

BONDUEL
ELEMENTARY
OFFICE
715-758-4810
FAX 715-758-4819

PUPIL SERVICES
OFFICE
715-758-4450
FAX 715-758-4459

Dear Parents and Guardians,

The School District of Bonduel has implemented a new district-wide notification system called **Skylert**. The Skylert system sends instant communication via phone, text message, and e-mail to parents and staff. Our goal is to utilize this effective and efficient communication system as part of our continuous effort of keeping staff, students, and parents informed and safe!

The Skylert notification system allows the schools to give information to parents and staff by way of four notification categories: Emergency, General, Food Service and Attendance.

- **Emergency** notifications will reference events such as safety related incidents, building evacuations, early dismissal due to weather, or other emergency notifications determined by district administrators.
- **General** notifications are for informational purposes. This will include weather-related school closings and delayed starts as well as various district and campus events and information.
- **Attendance** notifications will be generated if your student is absent and the school is not notified prior to 9:45am. This will serve as a reminder to call and excuse your child, or to make you aware your child is not at school.
- **Food Service** notifications will be for family lunch account balances that are low (below \$10) and will be sent weekly while negative balances will be notified daily.

** Please note the difference in weather related announcements. School closing early will be treated as an Emergency while school cancellations for entire day and delays will be sent to General contact preferences so families can opt to not receive numerous phone calls so early in the morning. Local TV and radio stations will still receive these notifications as well.**

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(page 2)

As a parent/guardian, this new notification system allows you the opportunity to identify your notification preferences and opt in/out of specific message types through your Skyward Family Access account. However, the system only allows one household to set up preferences. In families where parents live in separate households, only one family will have the ability to set up their preferences. The household without access should communicate their contact preferences to the household with access. If this is not possible, please contact your child's school office.

If you do not have Family Access currently set up or have forgotten username and password information, please call your child's school office and the school secretary can help you set up an account, recover usernames and passwords, and change usernames and passwords. If you do not have internet access, please call the school office and they can set up your preferences for you.

Directions for setting up your preferences are included with this letter. **We ask that you enable at least one method of contact for each type of message and enable as many areas as possible for emergency calls.** The district reserves the right to enable the primary phone for message purposes if all areas are disabled by the user.

Changes to the Primary Contact Information will take effect throughout Skyward, so please ensure that these numbers and email addresses are accurate. Inaccurate information in these fields will not only prevent receipt of notifications, but will also hinder the school from contacting you in any situation. Only the primary guardian has rights to change Primary Contact Information.

We look forward to Skylert providing a valuable communication link between school and parents, and we welcome any questions you have as we go through the setup and launch of this new program. Please contact your child's school office if you have any questions.

Yours In Education,

Mark Margelofsky
District Director of Technology