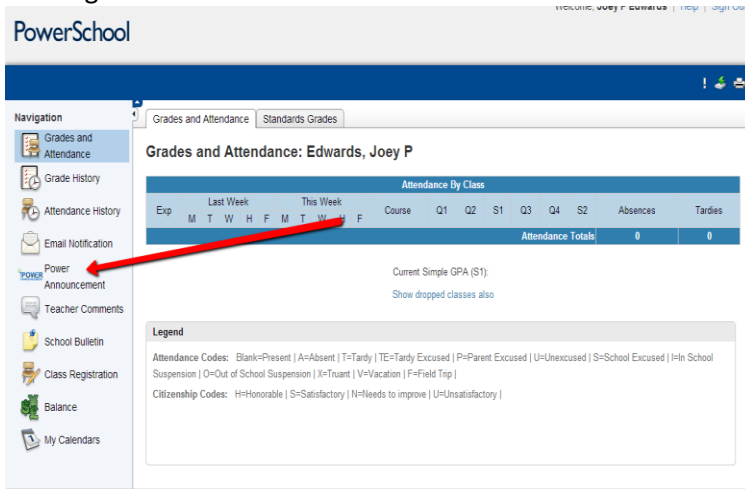




OLMSTED FALLS SCHOOL DISTRICT - POWER ANNOUNCEMENT PARENT GUIDE

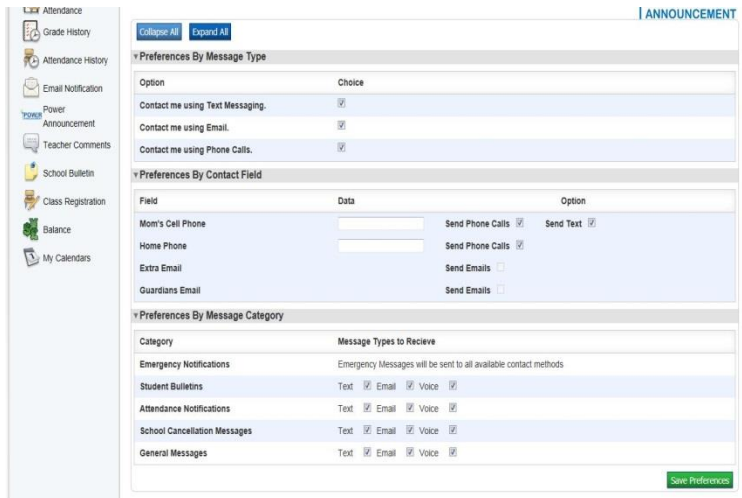
Olmsted Falls School District has implemented a new school notification system called Power Announcement. This notification system is loaded with new features that will make it easier for the District to keep in contact with families. Power Announcement provides the ability to contact parents via email, voice and text messaging. Parents have the ability to set their own communication preferences for various types of messages through the PowerSchool Parent Portal.



Power Announcement is integrated with the existing PowerSchool Parent Portal. When you log-on to the PowerSchool Parent Portal (<https://psnf.nccohio.org/public>) with your Power School parent account information, you will see a link called “Power Announcement” located on the left-hand side of the screen.

****IMPORTANT NOTE**:** Parents will need to set messaging preferences separately for EACH student in their PowerSchool account by selecting each student individually, and then clicking on the Power Announcement link for each individual student.

Once you have clicked the “Power Announcement” link, you will next click the blue “Expand All” button at the top of the page in order to see all of the contact information the District has listed for you. This Expanded screen has all of the phone numbers and email addresses we have on record for your child. (See example at right.) This screen allows you, the parent, to determine how you want to receive automated notices from the school.



Items checked in the “Option” section of the screen (at the top) open that contact method selection for the sections that follow. If left unchecked in the “Option” section, that contact method will not be able to be selected in the sections below (*Preferences by Contact Field* and *Preferences by Message Category*). **PARENTS MUST OPT-IN TO BEGIN RECEIVING TEXT MESSAGES.** To select “Send Text” as an option for a particular cell phone number or message category, you must have checked “Contact me using Text Messaging” in the “Option” section first. To receive text messages, you must then check the “Send Text” box next to each cell phone you would like to receive text messages on, AND then check the “Text” box for each Message Category you are interested in (i.e. School Cancellation texts).

By default, all phone and email contacts are already selected. If you do NOT wish to receive voice messages or emails to a particular contact within your profile, simply click to remove that default setting. Note: If you have previously opted out of receiving District emails through our previous email distribution system (Constant Contact), and you still wish to NOT receive emails from Olmsted Falls Schools, you will need to opt-out again by clicking to remove the default checkmark from that email account.

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Information/Recommendations For Setting “Preferences by Message Category”

The Power Announcement system features five Message Categories: Emergency Notifications, General Announcements, Attendance Notifications, School Cancellation Messages and Student Bulletins. *Please Note: Tolls/charges associated with receipt of messages from the school are the responsibility of the parent/guardian and not the responsibility of the school. **If you are concerned about limited minutes/data plans, please set preferences for cell phones accordingly.***

Please read below for a brief description and recommendations regarding each Message Category:

EMERGENCY NOTIFICATIONS

The Power Announcement system features an Emergency Message category that will override all preference settings. We cannot change this. This messaging feature will be used only in the event of a serious emergency situation. Emergency messages will be labeled as such at the beginning of the message, so parents will know it is an actual emergency.

GENERAL ANNOUNCEMENTS (*PLEASE READ CAREFULLY BEFORE SETTING YOUR GENERAL ANNOUNCEMENT PREFERENCES.)

IMPORTANT: In addition to weekly blog updates, and district and building news/event information, Olmsted Falls School District will, as needed, utilize this “General Announcement” message category to provide parents with information regarding building safety and security issues (i.e. evacuations, lock-downs). **Therefore, it is strongly recommended that you do not opt-out of all communication methods in this message category.**

ATTENDANCE NOTIFICATIONS

All Olmsted Falls School District school buildings will begin using the automated attendance calling feature of Power Announcement **effective Monday, February 3, 2014**. These automated phone calls will be made daily to parents/guardians of students who are marked with an unexcused absence that day. **While parents have the ability to opt-out of this phone call, it is NOT recommended that you do so.** It is important that parents receive notification of a student’s unexcused absence as soon as possible each day.

SCHOOL CANCELLATION MESSAGES

Because these notifications often go out very early in the morning, or at times very late in the evening, the District will initially begin by using only the email and text notifications for this message category. This will allow those who wish to opt-out of the voice notification (phone calls) for School Cancellations to do so. **Beginning Tuesday, February 18, 2014, the District will begin using the automated voice phone call method as well.** An automated test call will be placed on Wednesday, February 12th to confirm which phone numbers parents have currently set-up to receive School Cancellation calls. REMEMBER that, by default, ALL home and cell phone numbers are automatically set-up to receive these School Cancellation calls. **PLEASE BE SURE TO OPT OUT OF SCHOOL CANCELLATION VOICE MESSAGES PRIOR TO FEBRUARY 18TH, IF YOU DO NOT WISH TO RECEIVE THOSE CALLS FOR ANY SCHOOL CLOSURES THAT OCCUR ON OR AFTER FEBRUARY 18TH.**

STUDENT BULLETINS

The Student Bulletin section will provide buildings with a way to communicate brief information about student activities/events. While the content logistics for the Student Bulletin feature are still being developed within our buildings, parents are encouraged to personalize their settings for this category so they will be set to go once this feature is fully implemented.

If you have any questions or need assistance in setting your preferences, please contact your child's school building. If you do not have access to a computer, your child’s school building can assist you with changing your preferences.

Thank you.