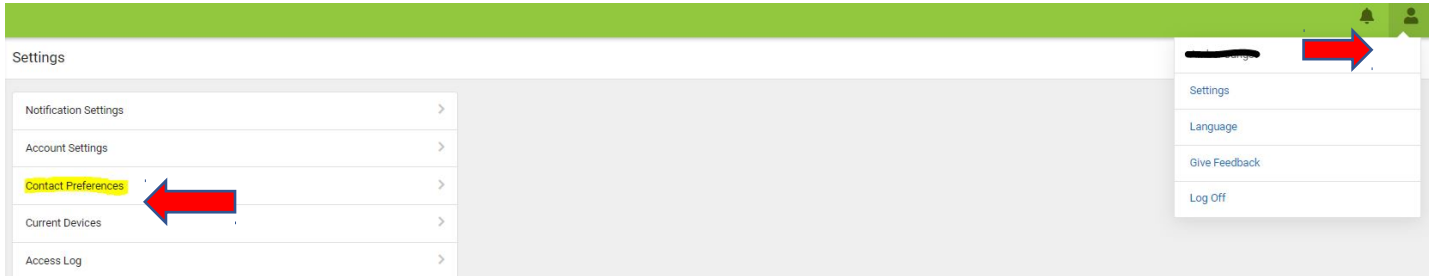




Incident Weather Communication Plan

- Infinite Campus:** Messages will be sent via Infinite Campus to phones and email addresses on file with the district in Infinite Campus. The system will only send to phone numbers and emails that have the “**Emergency**” preference checked. Please double check your Infinite Campus Parent account settings to ensure you have the correct boxes selected to receive these messages. After logging into your parent portal account – select settings from the icon menu on the top right side and then Contact Preferences.



You will then want to make sure the appropriate boxes are checked for each phone number and email address listed in your account. You may also at this time select to receive Text Messages for any cell phones. If these selections are not made then you will not receive those messages. School Cancellations and Dismissals will be sent via “Emergency Messages”.

Contact Preferences

Preferred Language
Your district may send some communications in languages other than English. If you prefer to be contacted in a different language, please specify your preferred language.

US English

Message Preferences
For each notification type, select how you prefer to receive messages by checking Voice, Text (SMS), or Email.
If the Text (SMS) option is enabled, message and data rates may apply. Charges are dependent on your service plan, which may include fees from your carrier to send and receive text messages. To opt out, uncheck the Text (SMS) box at any time.

Phone | Email

HOUSEHOLD PHONE	VOICE	TEXT (SMS)
Priority	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Attendance	<input checked="" type="checkbox"/>	<input type="checkbox"/>
General	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Behavior Messenger	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Emergency	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Staff	<input type="checkbox"/>	<input type="checkbox"/>
Food Service	<input checked="" type="checkbox"/>	<input type="checkbox"/>
CELL PHONE	VOICE	TEXT (SMS)
Priority	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Attendance	<input checked="" type="checkbox"/>	<input type="checkbox"/>
General	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Behavior Messenger	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Emergency	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Staff	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Food Service	<input checked="" type="checkbox"/>	<input type="checkbox"/>

- Website** – A message will be posted in a banner on the top of the District Home Page (www.ballard.k12.ia.us) This message may include more detailed information than the Campus Message. It is always a good idea to check the district website.
- Television** – The district will notify the following television stations: WOI Channel 5, KCCI Channel 8, WHO Channel 13
- Radio** – Radio Stations that may include the weather alert due to their affiliation with WHO News Channel 13 include: 1040 WHO, KISS 107.5, The Bus 100.3, Capitol 1063 and 1460 KXNO
- Please plan for early dismissals and let your child know in advance what they should do if school closes early.**