



# EMERGENCY CLOSINGS

Closings announced through

**SchoolMessenger**

You will be notified via your home phone number.

**OR: If you have created a Contact Manager account we will contact you through your own profile preference.**

If not, use the Activation Code that was mailed to your home and create an account today at:

<https://contactme.schoolmessenger.com/>

IN CASE OF A DELAYED OPENING, SCHOOLS WILL BEGIN **90 minutes** LATER THAN USUAL

**ALL CLOSINGS** will be posted on the district website:

[www.pthsd.k12.nj.us](http://www.pthsd.k12.nj.us)

Any closing prior to the start of school will be announced by the following radio stations/TV stations:

News 12 New Jersey

Channel 4 NBC

Fox 5

Channel 7 ABC



# When you receive a message from SchoolMessenger

1. **DO NOT CALL YOUR CHILD'S SCHOOL**
2. **LISTEN TO THE MESSAGE** Don't hang up. If you pick up the voice mail at a later date, listen to the entire message. Do not call the school or the District office. If it is an emergency notification, it will include instructions if they are needed.
3. To ensure that all families know when school has been cancelled or delayed, Parsippany-Troy Hills School District will place a call to all parents via School Messenger beginning at 5:30 a.m. on those days. If you need to know whether school has been cancelled or delayed before you get a call, the information will be posted on the website [www.pthsd.k12.nj.us](http://www.pthsd.k12.nj.us). The calls are made early so that students at the high schools, which may begin class early, have enough time to get to school.
4. If you created a Contact Manager account you can go to your account and replay the message.
5. In Contact Manager you can also make sure that you have an email address listed for your student so that you can read the message.
6. Check that you have the proper notifications checked in Contact Manager for all message types. If a General announcement goes out and you have only checked getting notifications for Emergency, you will not receive the General message.
7. **If your home phone number has changed, contact your school's secretary immediately.**