

FAIRFIELD PUBLIC SCHOOLS

David G. Title, Ed.D.
Superintendent of Schools



Phone (203) 255-8371
Fax (203) 255-8245

The Education Center

September 2014

Dear Parent Community,

Timely and effective communication with parents is essential, especially when unusual circumstances arise. In an effort to improve communication and provide consistency, the Fairfield Police Department worked with us to develop a new notification protocol that takes effect immediately. As part of this new protocol, it is **extremely important** for parents/guardians to log into the Infinite Campus Parent Portal and check the appropriate boxes (e-mail, text, voice) under the “emergency” column. Checking the appropriate boxes is the only way to ensure receipt of all the notifications in the format indicated below.

Please take a moment to read through the terms below to become familiar with the new protocol and the status categories that will appear in the subject line of the notification.

“Information”

This will be used to describe a general notification that does not require immediate action. An **“Information”** notification may or may not include follow-up. An **“Information”** notification may:

- Provide general information about school related activities
- Provide information that will keep the school and parent communities informed about what is going on in their area/school
- Equip school and parent communities to recognize a subject or situation of interest to the Police Department
- Provide information that reinforces safety awareness

These types of notifications will be posted on the parent portal and may also include an e-mail.

“Weather Alert”

This will be used to describe a notification regarding a **“Weather Alert”** related closing, delay, or early dismissal.

These types of notifications will be posted on the parent portal, and sent via e-mail and text message.

“Alert”

This will be used to describe a notification that a possible threat could unfold in time, or may provide information about a lingering potential threat. This will put the recipients on “stand-by.”

Parents/guardians will receive follow-up notifications under **“Alert”** status to let them know if a situation has been prevented or resolved, or if a situation has escalated to “Emergency” status.

Examples could be: A nearby hazardous materials spill, a gas leak in the area, a fleeing fugitive in the area, etc. **“Alert”** status may or may not require some type of immediate action.

These types of notifications will be posted on the parent portal, and sent via e-mail and text message.

“Emergency”

This will be used to describe a real time crisis event, **“Emergency,”** that requires immediate action.

Parents will receive follow-up notifications under this status. Emergencies will normally be localized to a specific site. Examples could be: An active violence/shooter event, bomb threat, structure fire, fleeing fugitive known to be in the immediate area, etc. It is possible that the affected school location will receive an **“Emergency”** notification, and all other schools will receive the information as an “Alert.” This will help to distinguish the parent communities that may need to take immediate action from the parent communities that do not, while maintaining consistent distribution of information.

These types of notifications will be posted on the parent portal, and sent via e-mail, text message, and voice message.

Thank you for staying informed and helping us keep our students safe. We are confident that the new protocol will ensure effective and clear communication and will further enhance our strong partnership with parents.

Very truly yours,



David G. Title

DGT/mb