



Parent/Guardian Notification Procedures Incidents and Emergencies

Background

Saint Paul Public Schools (SPPS) is committed to the safety and security of students, staff and families. To help keep schools safe, the district relies on proven best practices and close working relationships with city and county emergency officials and law enforcement partners.

Schools have well-established safety measures in place, including visitor check-in procedures, locked doors with controlled access and video cameras. St. Paul Police School Resource Officers (SRO) also play an important role by building relationships with students and providing district-wide support. The Office of Security and Emergency Management (SEM) works with schools to review and update site-based emergency procedures each year.

There are times when SPPS needs to share information about what may have happened in a school, on a bus or near campus. Information is gathered by the district's communications office, security and emergency staff, district and school leaders and, if applicable, St. Paul Police. Each situation is handled on a case-by-case basis and multiple factors are considered before a decision is made to notify families. The means and immediacy of communication will depend on the scope of the event and the potential or actual impact to school safety. While it's difficult to describe all possible scenarios, district staff consider the following guidelines when deciding how (or if) to communicate with families.

Parent Notification Procedures

Please note: Individual misbehaviors do not always warrant communication. Discipline information for individual students is not considered public information.

| Impact Level | Description | Notification |
|------------------------|---|--|
| Low Impact | <p>There is little or no risk to the safety of the school or student body. There are no disruptions to school activities and the incident is isolated.</p> <p>Example:</p> <ul style="list-style-type: none"> ● A student brings a pocket knife to show others. ● Students see a traffic accident on the way to school. | <ul style="list-style-type: none"> ● Direct phone call or other communications to the parties involved |
| Moderate Impact | <p>The situation poses a moderate risk to students, or causes a disruption to school activities. The incident may involve a single classroom or the whole school.</p> <p>Example:</p> <ul style="list-style-type: none"> ● A physical altercation in the building. ● An evacuation due to a gas smell. | <ul style="list-style-type: none"> ● Phone call ● Email/letter ● Text message |
| High Impact | <p>The situation poses a significant risk to the safety of students, or causes a significant disruption to school activities. The incident impacts many students.</p> <p>Example:</p> <ul style="list-style-type: none"> ● A lockdown shortly before or during dismissal time. ● A student brings a weapon to school with intent to harm others. | <ul style="list-style-type: none"> ● Phone call ● Email/letter ● Text message ● Message posted on school and district websites ● Press release or media statement |



I'm not receiving phone, text, or email notifications from the district or my child's school.

To ensure you receive important notifications, please keep your contact information up to date. Every parent and guardian can update their information through Campus Portal. Visit spps.org/onestop and use your One Stop parent/guardian username and password. You can update your phone number, email and home address. To receive text messages, please check that your primary number is a cell phone.

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Office of Communications, Marketing and Development