

HAMPTON TOWNSHIP SCHOOL DISTRICT

SECTION: OPERATIONS

TITLE: ACCEPTABLE USE OF RAPID NOTIFICATION SYSTEM

ADOPTED: January 21, 2009

REVISED:

805.1. ACCEPTABLE USE OF RAPID NOTIFICATION SYSTEM	
1. Purpose	In addition to our current emergency response protocols such as use of the District Website, local radio and TV, the District will use a rapid notification system for District-wide and building-level emergency and Acts of Nature notifications. (The rapid notification system may also be used for District-wide and building-level outreach communications for important school sponsored events.)
2. Definitions	<p>Emergency – A call will be considered an EMERGENCY call when it is initiated due to situations that involve the safety or welfare of students or staff.</p> <p>Acts of Nature – A call will be considered an ACT OF NATURE call when it is initiated due to a weather, power, water or other condition that may cause a school delay, early dismissal or cancellation.</p> <p>Outreach – A call will be considered an OUTREACH call when it is initiated for any reason other than an Emergency and Act of Nature. Outreach calls are to be made solely for school district sponsored events and activities. An Outreach call may not be used for commercial, political, or personal activities or purposes nor for any illegal or defamatory activities exemplified by, but not limited to messages that threaten, harass, frighten, intimidate, or annoy others. In addition, Outreach calls may be limited in quantity on a District-wide and/or building-level basis at the direction of the superintendent. This service must not be overused due to the potential negative impact on emergency calling.</p>
3. Delegation of Responsibility	<p>Superintendent – The superintendent, or a designee, will initiate District-wide or building-level emergency, Act of Nature or outreach notification call.</p> <p>Building Principal – A building principal, or a designee, may initiate a building-level emergency notification call upon prior approval from the Superintendent. The building principal, or a designee, will be responsible for following-up with parents/guardians on telephone numbers that could not be reached (as reported by the director of technology from a call analysis report).</p> <p>Director of Technology – The director of technology will assist the superintendent and the building principals, and his/her designees, as necessary to maintain the call notification lists for the different types of notification calls. The update of call notification list information will be done on a monthly basis. The director of technology will also provide evaluation of</p>

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Delegation of Responsibility continued	usage and call failures as necessary and provide that information to the superintendent. Parents/Guardians – The parents/guardians of a student of the District are responsible for notifying the school district of any changes in telephone numbers to be used and/or not used for emergency, inclement weather and/or outreach notification calls.
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