

# Intradistrict Communication

DATE: February 1, 2024

TO: Principals

FROM: Michael Anderson, Associate Superintendent  
Travis Hamblin, Director of Student Services  
Matt Alvernaz, School Safety Coordinator

SUBJECT: Standard Response Protocols (SRP) Communication

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Communication with staff, students, and parent(s)/guardian(s) is a central theme of the Standard Response Protocols (SRP) for safety. With the implementation of SRP, it is critical that each school communicates with these vital stakeholders frequently about school safety efforts.

Communication regarding SRP begins with the monthly safety training for School Safety Specialists (SSS) and Administrators over safety. Using the training, school staff should be trained by the SSS and Administrator about the monthly SRP drill and how to communicate with students. After staff are trained, they should teach their students about the SRP drill (in February it will be HOLD). At some point during the month, whether before or after the safety drill, the school should communicate with parent(s)/guardian(s) (including, but not limited to, the PTSA and Community Council) informing and educating them on the specific monthly SRP drill. Resources for communication will be shared at the monthly SRP training provided by Matt Alvernaz, the School Safety Coordinator, as they become ready.

Each school should begin SRP communication by sending information to parent(s)/guardian(s) introducing them to SRP as soon as reasonably possible. The following resources are provided to assist with that effort:

- An [EXAMPLE](#) to use as a communication guide (but it may be modified to fit your needs)
- The [Parent Handout](#) (include with your communication)
  - [Spanish](#) or [Portuguese](#) versions