



IMPLEMENTATION OF ONLINE INCIDENT REPORTING PLATFORM: **TIPS**

In the Fairfield Public Schools students, staff, faculty and parents share the responsibility for creating, sustaining and continuously improving a school climate where all members are physically, socially, and intellectually safe. Information about bullying, misconduct, drugs, weapons, or other factors which are potentially harmful to all and to the school climate should, and in some cases **MUST** (suspected abuse/neglect of a child) be reported to the appropriate staff members. In an effort to add another layer to our overall school climate improvement and safety measures, the Fairfield Public Schools are launching an online incident reporting platform called TIPS. TIPS (Threat Assessment, Incident Management and Prevention Services) is an innovative platform of web-based tools designed to empower students, parents, teachers and staff to confidentially and anonymously report bullying or other potentially harmful student safety concerns, including weapons, drug/alcohol use, harassment or intimidation, vandalism, physical/sexual assaults, threats of violence, suicide risk, abuse and others. Once reports are made, TIPS provides a central and secure system for school personnel to proactively investigate the concern, objectively assess the situation, and track and document actions taken. On **March 16, 2015** the "button" seen below will be "live" on the Fairfield Public Schools homepage and on the homepage of each district school. This will allow for easy access by parents, students, teachers, and other community members. The following things are important to remember as we move forward with this initiative:

- This is **NOT** a 911 or emergency reporting system. Reports submitted through this system will be monitored only during school hours on days when school is in session.
- Relationships are **CRITICAL** to a positive school climate! The faculty, staff and administration work hard to form trusting relationships with all members of the school community. We strongly encourage people to communicate directly with school/district administration with any and all concerns. This report is not intended to replace direct contact with school administration.
- We can offer this reporting site **ANONYMOUSLY**. However, we will be unable to follow-up with you with additional questions that may be critical to our investigation unless we have your name and a way to contact you by either phone or e-mail. Please consider making discrete and confidential reports and provide your name and a way to contact you in the event we have more questions.
- Please be advised that **NO** disciplinary action can be taken solely on the basis of an anonymous report.

The Fairfield Public Schools recognize that **FALSE ACCUSATIONS** can be devastating to an individual and can have long-lasting effects on the entire school climate and community. Any person who knowingly makes false accusations against another person will be appropriately disciplined. Any unsubstantiated accusation, or accusations confirmed to be false will be removed from the falsely accused person's record.

The button will appear on the district website and on each school's website under HOT TOPICS AND LINKS. EXAMPLE BELOW:

The image shows a screenshot of a website's "Hot Downloads & Links" section. On the left, there are two columns of links, each with a small blue icon. The first column includes links for "Continuing Ed", "Aesop - Absence Management", "Kindergarten Handbook 2015-16", "Safe School Climate Plan", "Creative Arts Camp 2015 (formerly Summer Adventures)", and "Safety Town 2015". The second column includes links for "High School Schedule Information", "District Nutmeg Blog", "Master Street List", "Enterovirus D68 (EV-68) Information", "CDC Ebola Information", "CT Ebola Information", and "Health Dept Diabetes Prevention Program". To the right of these columns is a white rectangular box with a black border. Inside this box, the word "TIPS" is written in bold black letters above a large, rounded rectangular button with a black background and white text that says "REPORT INCIDENT".