

TCA AlertNow® Operations Statement

The Classical Academy has implemented the AlertNow® electronic notification service system to expand and enhance its emergency safety and security notification methods. In the event of an emergency, AlertNow® will be used to provide pertinent information and instructions to staff and parents through voice, text and/or e-mail. TCA will use only the email or text feature of AlertNow® to notify of weather delays/closures.

School officials in the following positions will be the only staff granted the authority to activate TCA AlertNow® emergency messages:

- TCA President (and any appointed designee)
- TCA Chief Operating Officer (and any appointed designee)

The communication system permits broadcast messages to be sent quickly as voice calls to office, home, or cellular phones, as an e-mail message to registered work or personal e-mail addresses, and as text messages to cell phones (if the parent/guardian agrees to normal text rate charges).

Emergency situations will include the following events:

- (1) An imminent threat of physical danger to the TCA community.
- (2) Certain Campus Crime Alerts as determined by the COO and the Safety and Security Officer.
- (3) Off-campus events that could impact health, safety, life or access to a TCA school.

The above situations can include, but are not limited to, ongoing criminal incidents, fires, chemical leaks, pandemics, campus-wide utility failures (such as gas, electrical or water) that result in a campus closure.

Notification To Parents:

In the event that an emergency situation arises, either on campus or in the immediate area of the campus, the TCA President or COO will make the determination that an AlertNow® notification will be delivered to all parents at the following registered points of delivery:

- Home phone
- Work phone
- Cellular phone
- E-mail
- Text message (only if parent/guardian agrees to normal text rate charges)

Messages sent via TCA AlertNow® will be as brief and concise as possible, while typically containing the following information:

- The reason for the message
- Any response required
- Time, date, and location (campus)
- The duration of the emergency if known, or any other relevant dates and times
- Method to obtain further information

In the event that that more than thirty (30) minutes have elapsed while an emergency situation is in progress, and there is no new information to communicate, the Authorizer should send a message(s) stating that the status of the emergency situation remains the same, i.e. “investigation continues, will communicate updates as new information becomes available.” A final message will be sent, if appropriate when the situation has achieved closure.

Signing Up To Receive AlertNow®

If you have a student enrolled at TCA, you will not need to sign-up to receive AlertNow® notification -- messages will be sent to you automatically based on the contact information provided through the Infinite Campus Parent Portal.

Data Sources

The primary data source for AlertNow® for all student data is from Infinite Campus. Every parent has a Parent Portal account already created. If you do not know your Parent Portal password, [click here](#) to reset it.

Please check your Parent Portal Account and make sure your information is accurate: www.asd20.org/homeinfo. Below are the steps you will see in your Parent Portal.



Below are the steps you will see when checking your Parent Portal Account.



District Twenty InSight Online

Central location for enrolling a new student and modifying enrollment information

Parent Portal User Name:

Password:

If you do not know your Parent Portal password, [click here](#) to reset it.



Students in the XXXX household

NOTE: You must click the technology agreement at the bottom of this page to set network agreement flags.

Legal Name	Emergency Contacts	Grades	View CSAP Growth
XXXXXXXXXX	EDIT	Click to view	Click to view

Guardians for the XXXX household

Name	Edit	Home Phone	Work Phone	Cell Phone	E-mail
XXXXXX	EDIT	XXXXXX	XXXXXX	XXXXXXXX	XXXXXX

Click [EDIT](#) to set-up your contact information.

TCA will only EMAIL you when there is a weather delay/closure.

You will receive a phone call, email and text (if signed up) for an emergency situation.



Logout

Edit Guardian

Cancel

Submit

If you need to change anything else, such as guardian information or address, please bring supporting documentation to the Central Registry department. This office is located at 1110 Chapel Hills Drive (building to the northeast of the Chapel Hills Mall). Click [HERE](#) for a map.

Home Phone: * * ←

Make this guardian's home phone the household's default number? No Yes ←

Work Phone: * * Ext. ←

Cell Phone: * * ←

Email ←

Employer

Receive text message communication? ←

** By selecting YES, you agree to pay standard text message charges associated with Academy District Twenty communication as determined by your cell phone provider.

You determine which land lines, cell phones and email accounts are used for your notification. TCA will only EMAIL when there is a weather delay/closure. You will receive a phone call, email and text message (if signed up) for emergency situation.