

# Fairfield Community School District



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Fairfield, IA 52556-4243

Donald E. Achelpohl, Superintendent  
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Fairfield School District Parents & Guardians,

Do you want to receive a phone call when school is delayed or cancelled? Are you interested in knowing more about the other ways you can be notified in the event of inclement weather? If so, please read this letter carefully.

## **Campus Messenger Voice - Introduction**

Fairfield Community School District is pilot testing a new tool that will notify parents/guardians of weather-related delays and cancellations by way of a phone call. This tool is called Campus Messenger Voice. Campus Messenger Voice is a module in our student information system. It allows the district to send messages to a parent/guardian's Parent Portal inbox, e-mail the parent/guardian directly, and place an automated phone call.

Parents/Guardians must have a Parent Portal account in order to receive any type of notification from Campus Messenger Voice. As a parent/guardian, the Parent Portal will provide you on-line access to the following information about your children:

- Student Household Information**
- Attendance Information**
- Class Assignments & Grades**
- Schedule of Classes**
- Discipline Information**
- Lunch Account Information**

To learn more about the Parent Portal and to sign up for an account, visit our website at <http://www.fairfieldsfuture.org>. Click on the button that is named Parent/Student Campus Portal. There are articles and documents posted on that page that describe the Parent Portal in greater detail. Information is also provided for signing up for a Parent Portal account.

## **Campus Messenger Voice - Overview**

Fairfield Schools will use Campus Messenger Voice to communicate with parents/guardians for many purposes at the district, building, and classroom level.

- District:** Communications will sent out using the e-mail and phone notification features for inclement weather notices and other appropriate communication needs.
- Buildings:** E-mail and phone notification features will be used to communicate to parents regarding student attendance, important school events, and other appropriate communication needs.
- Classrooms:** Teachers will use the e-mail notification feature to communicate to their student's parents/guardians on matters related to student academic performance - missing assignments and failing grades. They may also send out general updates describing classroom activities and projects.

Parents/Guardians are able to choose how messages are received. These selections are made when logged into the Parent Portal and have clicked on Change Contact Info. The screen looks like this:

Preferences

Email Address

Instructions:  
 For each type of message (High Priority, Attendance, General, Teacher) select how you prefer to receive that message.  
 You may select to receive a message on more than one device.  
 To change or add a phone number you will need to contact your school's administrative offices.

	High Priority	Attendance	Behavior	General	Teacher
Household Phone (641)-_____	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Cell Phone (641)_____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Work Phone (641)-_____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Email _____h@fairfieldsfuture.org)	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

**Campus Messenger Voice - Requirements**

The first requirement for receiving phone and e-mail messages from the district or your child’s school is to have a Parent Portal account. The second requirement is for Parents/guardians to select how they would prefer to be notified. **\*At a minimum, it is recommended that you select e-mail for all categories and your household phone for Attendance, Behavior, and General.**

**Inclement weather notifications** will be sent with a **High Priority Status**. If you wish to receive notice by phone, make the appropriate selection - - choose your household phone, cell phone, work phone, or all of them.

Parents/Guardians may change their own e-mail address on the Change Contact Info screen. However, to change or add a phone number you will need to contact the technology office at 472-6836 or by e-mail at [portal@fairfieldsfuture.org](mailto:portal@fairfieldsfuture.org)

**Inclement Weather – Other Notification Options**

It is the intent of the district to make a delay or cancellation decision by 6:30 a.m., unless weather conditions warrant otherwise. The public can stay informed of all inclement weather announcements by using one or more of the following outlets:

- District Website - [www.fairfieldsfuture.org](http://www.fairfieldsfuture.org)
- Inclement Weather Hotline — 641-472-4858
- KMCD (Fairfield)
- KILJ (Mt. Pleasant)
- WHO Radio and TV (Des Moines)
- KTVO (Kirksville/Ottumwa)
- KYOU-Fox 15 (Ottumwa)

Sincerely,

Don Achelpohl, Superintendent

Sincerely,

Jason Kurth, Director of Technology