



To: Administrators, School Psychologists, Counselors, and Social Workers

From: Miguel A. Cardona, Ed. D., Performance Evaluation Specialist

Date: June 2014

Re: Protocol for Trigger Emails

This year, we set out to create a consistent process for responding to the trigger emails that are a part of the Meriden Student Climate Survey. The process involved meetings with psychologists, counselors, and social workers from the elementary, middle, and high schools. At these meetings, we sought suggestions on how to make this process most effective for the students in our school and our staff.

The following expectations will be communicated at upcoming meetings and will serve as our protocol for responding to the trigger emails in Meriden Public Schools. It is expected that this process begin at the onset of the 2014-2015 school year. Suggestions for future considerations are always welcome through the contacts below.

Protocol for Trigger Emails

- Students that are the subject of the trigger email will be met with within two school days unless immediate attention is required.
- The attached Response Interview Forms will be used. If you choose to print the email, it should be attached to the response forms.
- Trigger email responses will be the collective responsibility of all school psychologists, counselors, and social workers in the building. A system for delegation will be left to the individual school. This system should be agreed upon and discussed with administration in September.
- Student Support Staff shall share the active Response Interview Forms with colleagues in other Meriden schools if a child transfers during the school year, or to the next school if a child is transitioning to middle or high school. For students that transfer out of district, a phone call should be made to the receiving school to ensure adequate support for the student.
- After two years of inactive files, the Response Forms and emails should be destroyed.
- The Meriden Student Climate Survey shall be administered in October and March in order to ensure adequate time for staff to support the student. If district wide testing does not align with the administration of the Climate Survey, the Survey should be administered on its own in October and March.

Thank you for your work making sure the process is consistent for our students. If you have any questions about this process, please contact Amy Hall at 203-630-4181. With questions about the Meriden School Climate Survey, please contact Dr. Al Larson at 203-630-4122.