

Blue Lake Elementary Safety and Security Newsletter

Our teachers, staff, and students are regularly trained on the security standards set forth by the Volusia County School District. Blue Lake Elementary uses this process to provide a secure and safe school environment for our school community. Having specific safety procedures in place strengthens the school environment and allows everyone to learn and work in a safe environment.

The following sections are excerpts from our security manual that are important for our families and visitors to know.

SUPERVISION

Supervision is not available until 7:30 a.m. Please do not drop off children before that time unless they are enrolled in the morning care program.

VISITORS

Visitors should report to the main office located in building 1. Each visitor will be issued a visitor's badge that must always be worn and clearly visible while on campus. Visitors on campus without a school-issued visitor's badge will be directed to the main office to sign-in and obtain a visitor's badge. Badges are dated and only valid for the day they are issued.

RELEASE OF STUDENTS TO PARENTS/GUARDIANS

Once in school, students are the responsibility of the Principal. The release of students is governed by a strict sign-out procedure that ensures student safety. Any parent or guardian requesting to have their child(ren) released prior to the end of the school day shall report to the main office in building 1. Students cannot be signed out after 2:00 except for emergencies. Parents/Guardians will be required to show a driver's license as identification.

Any other form of identification will require Principal approval prior to releasing the student. No child will be released to an individual who cannot produce a photo ID unless known personally by the Principal, faculty, or staff members. The student's emergency card and/or Focus will be reviewed prior to releasing any student to ensure nothing prohibits the parent or guardian from signing out the student. Students are only released from the main office. Students may not be released to any other individuals unless permission is given by the parent or legal guardian.



CODE OF STUDENT CONDUCT AND DISCIPLINE

Teachers and administrators review and reinforce the importance of the Code of Student Conduct and Discipline. Each student and parent signs an acknowledgement indicating they have read and understand the Code of Student Conduct and Discipline. The Code includes information about safety and security, attendance, and students' rights and responsibilities.

BULLYING/HARASSMENT

"A Safe and Caring Place to Learn"

At Blue Lake Elementary, we believe every student has the right to feel safe on our campus. To this end, we work to prevent bullying and harassment as we teach children the appropriate ways to handle conflict. Bullying behavior is not acceptable and students should report any incidents to any adult on campus or the School Counselor. Parents may be the first to learn of a bullying issue and are encouraged to report this to the teacher, School Counselor, or any adult on campus. Our students come from a variety of cultural and ethnic backgrounds. This provides a wonderful opportunity for children to learn respect and value each other's unique talents. Learning to work well with others is perhaps the most important lesson we can teach!

PARENTAL NOTIFICATIONS AND STUDENT SAFETY

Schools have an obligation to notify parents/guardians of issues that may affect a student’s safety and well-being. Statements or threats regarding suicide, gang activity, fear of harm from outside the school must be reported to the parent/guardian in addition to the appropriate law enforcement agency. If the issue involves other students or adults on campus, the Principal will investigate and take appropriate measures to provide adequate safeguards.

POLICE, CHILDREN AND FAMILIES, DEPARTMENT OF JUVENILE JUSTICE

Schools must comply with Florida Statutes regarding police and Department of Children and Families (DCF) interviews, while at the same time, protecting student and parent rights. Under Florida Statutes, the Department of Children and Families does have the right to interview and/or take a child into custody without the parent’s permission.

CONCERN OF HARM

Students making threats of violence receive disciplinary action and are handled in accordance with district procedures. The degree of each threat is assessed and discussed with the student’s parent or legal guardian.

STUDENT SEARCHES

Searches of students are conducted when there is reasonable suspicion that a student has contraband and is in violation of the district’s Code of Student Conduct and Discipline. Where reasonable suspicion exists, a student will be asked to empty his/her pockets and/or turn over the item which is suspected to be the contraband. An administrator will have a witness observe the search. The school is not required to obtain permission from the student’s parent/guardian prior to conducting a search. When there is reasonable suspicion to believe that a student is in possession of a weapon, the Sheriff’s Department will be contacted. The law enforcement officer will have jurisdiction and control over the search for a suspected firearm or other dangerous weapon.

PHYSICAL INTERVENTION

Faculty and staff will avoid physical contact with students. On this campus, physical intervention by trained personnel will be used only in justifiable instances.

CRIME STOPPERS

An anonymous, 24-hour hotline is provided for students to report issues of crimes and violence. This is the Crime Stoppers Program. The number is 1-888-227-TIPS. Crime Stoppers posters are posted in each classroom.

ADMINISTRATION OF MEDICATION

Only the principal, school nurse, or trained staff shall administer prescription medication to the student or assist the student in the administration of such medication. Prior to the administration or self-administration of medication, including over the counter medications, parents/legal guardians must complete the designated forms. At no time may a student bring any medication to the school. Medication must be transported to school by a parent or legal guardian.

STOPPING THE SPREAD OF GERMS

Germs live on the surface of most things including tabletops and doorknobs. However, there are some basic rules that you can teach your children to reduce the spread of germs and help them stay healthier. Best practice for coughing or sneezing is to cough or sneeze into the crook of your elbow.

HANDWASHING

1. Wet your hands.
2. Apply soap.
3. Rub your hands together for 20 seconds (don’t forget to wash between your fingers, under your nails, and on top of your hands).
4. Rinse the germs away.
5. Dry your hands.

EMERGENCIES AND DISASTERS

The faculty, staff, and students of Blue Lake Elementary regularly practice what to do in the event of an emergency such as fire, bomb threat, intruder, severe weather, and hazardous materials/toxic spills on or near our campus. In the event the campus must be evacuated due to a crisis, all students, faculty, and staff will be relocated to DeLand High School or Deltona High School. Due to the unpredictable nature of any emergency, the evacuation site will only be announced at the time of the emergency. If you are on campus during a security drill or an actual emergency, please relocate to your vehicle immediately. You may also be instructed to follow the security procedures being implemented at the time of the emergency.

MEDIA RELATIONS IN REGARD TO EMERGENCIES

In the event of an emergency, the media can also be used to assist with parent notifications. Dr. Lifvendahl is our media contact. Our media staging area is Wesleyan Church of DeLand, and the parent staging area is Tomoka Christian Church—DeLand Campus (Plymouth Avenue across from DeLand High).

EMERGENCY CODES

Please discuss the different codes and what they mean with your children.

Code Red-Lockdown/Intruder

Students are kept inside and away from all windows. Windows and doors are locked. Code Red 2—Lights are off. Run, hide, fight.

Code Blue-Bomb Threat

All students/staff/visitors are either evacuated to a safe location or shelter in place depending on the threat assessment.

Code Yellow-Hazmat/Toxic

Students are kept indoors with windows and doors closed.

Code Green-Severe Weather

Students are kept inside and away from all windows. Students are taught the “tuck and cover” position in case of tornado warnings.

Fire

Students are evacuated from the classroom to their evacuation area.

BUS LOOP

Parents may not use the bus loop during morning arrival and afternoon dismissal. As per state requirement, only buses may use the bus loop during those times.

PARENT DROP OFF/PICK UP

Student drop off and pick up is located off Wisconsin Avenue. Parent parking is also located in the Wisconsin lot. Please do not drop off or pick up your child in the bus loop. When dropping off or picking up your students, please pull all the way forward. Do not leave cars unattended in the drop off/pick up line. Students are loaded and unloaded from the passenger side to ensure safety. Utilize your car tag ensuring your child’s last name is visible. Keep the traffic line single file. DO NOT ATTEMPT TO PASS OTHER CARS IN THE LINE. Please use designated cross walks and wait by the bike racks if walking up to get your student.

School safety procedures are discussed at Open House, SAC meetings, PTA meetings and school performances. Input from parents/guardian and community members is always welcome.

Our goal is to make your experience at Blue Lake Elementary a safe and enjoyable one.

Sincerely,
The Blue Lake Elementary Faculty, Staff, and Administration