

DELTONA LAKES ELEMENTARY  
SECURITY PROCEDURES NEWSLETTER  
OCTOBER 2020

Dear DLE Families,

Our school is continually training teachers, staff and students in Volusia County Security Certification Standards. This process is the basis through which DLE Elementary School will continue to provide a secure and safe school environment for our entire school community.

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

VISITORS

**ALL CARS PARKED ON CAMPUS MUST BE LOCKED. (Standard 505)**

The main office administration building shall serve as Deltona Lakes Elementary's central admittance point for all visitors. Visitors with a valid purpose for being on the school campus will be asked to show a photo ID (if not known) and sign in indicating their purpose and location while on campus. Each visitor will be issued a visitor's badge that must be worn at all times while on campus. Visitors on campus without an appropriate ID badge will be directed to the main office, so they may sign in. Identification badges are dated so they are only valid the day of issuance. (Standard 501)

RELEASE OF STUDENTS TO PARENTS/GUARDIANS

In case of an emergency, DLE will house faculty, staff and students at Galaxy Middle School. Parents will be notified by Connect-Ed that students are to be picked up at the gym. If faculty, staff and students are housed at Timbercrest Elementary School, students will be picked up at the cafeteria. Parents/guardians are required to show a driver's license as identification. No child shall be released to an individual who cannot produce a photo I. D. or is not personally known to the Principal or staff/faculty member(s). Prior to release of any child the student's emergency card will be reviewed to ensure that nothing would prohibit the parent/legal guardian from receiving the student. At DLE, students will be released only from the office. Students may not be released to any other individual unless permission is given by the legal parent or guardian. This applies to pickup at DLE, the gym ( or designated area) at Galaxy Middle School and the cafeteria (or designated area) at Timbercrest Elementary School. (Standard 209)

ELEMENTARY SCHOOLS: PARENT RESOURCE MANUAL AND CODE OF STUDENT CONDUCT

Each student receives the Parent Acknowledgment and Consent of Required School Information for SY 2020-2021 which indicates where the Parent Resource Manual and Code of Student Conduct are available online. Throughout the year its contents are discussed with all students.

Teachers and administrators explain and reinforce the importance of the Student Code of Conduct. Prohibited items are outlined for all students. Each student and parent signs an acknowledgement indicating that they have read and understand the Parent Resource Manual and Code of Student Conduct. These documents include information about attendance, student medications, health services, homework, student behavior on busses, use of electronic equipment at school, pediculosis and the prohibition of harassment. (Standard 102)

HARASSMENT

Deltona Lakes Elementary has a supportive climate that appreciates racial, cultural and other forms of diversity. Through bullying-proofing guidelines, students are educated throughout the year with activities and opportunities which foster understanding of others' differences, conflict resolution methods, mediation and other violence prevention techniques. The *Child Safety Matters* program has been implemented which teaches students about personal safety, how to recognize safe/unsafe situations at school, at home and in the community . At Deltona Lakes Elementary, we work to empower our students with the knowledge

of what to do in hostile situations. (Standard 702)

#### 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 conduct an investigation 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 Family interviews, while at the same time they must protect students' and parent s' 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.

#### STUDENT SEARCHES

Searches, appropriately authorized and conducted, are an important part of the safety and security procedures for Deltona Lakes Elementary.

Searches of students are conducted when there is a reasonable suspicion that the student has contraband and is in violation of the district's Code of Student Conduct and Discipline. Where reasonable suspicion exists, a student shall be asked by an administrator to empty his/her pockets and/or turn over the item which is suspected to carry the contraband. Whenever possible, the administrator will have a witness to 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.

#### CONCERN OF HARM

Students making threats of violence will 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 guardian.

#### EMERGENCIES AND DISASTERS

Deltona Lakes Elementary's staff and students have been practicing what to do in the event of an emergency such as a fire, bomb threat, intruder, hazardous weather, and hazardous materials/toxic spills on or near our campus. If it were necessary to evacuate our campus due to a crisis, all students, faculty and staff would be relocated to either Galaxy Middle School or Timbercrest Elementary School.

#### PHYSICAL INTERVENTIONS

Faculty and staff will avoid physical contact with students. Only in justifiable instances may physical intervention by trained personnel be used on this campus.

#### 24 HOUR TOLL-FREE HOTLINE

An anonymous hotline is provided for students to report issues of crime and violence. This is the Students Crime Stopper Program and their number is 1-888-227-TIPS. Students may text or call the number to report.

#### ADMINISTRATION OF MEDICATIONS

The school has a procedure that strictly controls the administration of medications to students. Only our school nurse or trained staff shall administer prescription medication to the student or assist the student in the administration of such medication. Prescription medication shall not be allowed on school property or off campus at school sponsored activities. There are forms that must be completed by parents/legal guardians prior to the administration or self-administration of any medication. This includes over the counter medication as well. At no time may a student bring any medication to the school.

## PARENT COMMUNITY

Parent and community leaders are invited to participate in meetings and discussions on the topic of school safety. School safety procedures are discussed at Open House, SAC meetings, PTA/PTO meetings and school performances. Parent input is always welcome at Deltona Lakes Elementary.

## MEDIA RELATIONS IN REGARD TO EMERGENCIES

In the event of an emergency, the media can also be used to assist with parental and student notification. Interviews with Ms. R. Ortiz or Ms. K. Schulz will take place at the marquee outside the front gate of the school on Providence Boulevard. In the event, that students, faculty, and staff are evacuated from campus information will be communicated. Our off site Media Staging areas are: Primary Staging Site: Deltona Regional Library 2150 Eustace Ave. Deltona FL 32725 and Secondary Staging Site: Deltona City Hall 2345 Providence Blvd. Deltona, FL 32725 (Standard 214)

## BUS LOOP

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

## CODES

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

### Active Assailant-Lock Down

Students are kept inside and away from all windows. Windows and doors are locked.

### Bomb Threat

Students are evacuated to the front and back of the school, as needed. In some instances, students will evacuate to South Parking lot on Adelia Boulevard.

### Hazmat/Toxic

Students are kept indoors with windows and doors closed/locked.

### Severe Weather

All outside classes go to designated location. Students are kept inside and away from all windows. If severe weather is announced, students assume protective position.

### Fire

Students are evacuated from their classrooms to the front and back of the school or to the south parking lot on Adelia Boulevard.

**YOUR COOPERATION IS GREATLY APPRECIATED.**

If you are on campus during a security drill or an actual emergency situation, it is greatly appreciated if you relocate to your vehicle immediately. You may also be instructed by a staff member to follow the security procedures we are implementing at the time of the emergency situation. Our goal is to make your experience at Deltona Lakes Elementary a safe and enjoyable one. Please remember that your input is always appreciated.

Sincerely,

Deltona Lakes Elementary School Faculty and Staff