

FOREST LAKE ELEMENTARY SECURITY PROCEDURES

Dear Forest Lake Families,

Our school participates in regular Security Certification Standards. This training is conducted with teachers, staff and students in Volusia County in an effort to continue to provide a safe and secure school environment for our entire community. In addition, we have a School Guardian on our campus to help ensure the safety of our students, staff and stakeholders.

Forest Lake Elementary has Security Procedure Manuals specifically tailored to meet the needs of our individual school. The following sections are excerpts from our manual that are important for our families and visitors to know.

VISITORS

The main administration building (#1) shall serve as the central admittance point for all visitors. Visitors with a valid purpose for being on school campus will be asked to show a photo ID 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 that they may register. Identification badges are dated so they are only valid the day of issuance.

RELEASE OF STUDENTS TO PARENTS/ GUARDIANS

Early release is governed by a strict sign-out procedure that ensures students' safety. Any parent/ guardian requesting to have their child(ren) released prior to the close of the school day shall report to the main administration building (#1). The Parents/guardian shall complete an early release request and list the reason for the early release. The Parents/guardian will be required to show a driver's license as identification.

No child shall be released to an individual who cannot produce a photo I.D., if not personally known to the Principal or a faculty member(s). Prior to the release of any child, the student's emergency card will be reviewed to ensure that nothing would prohibit the parent/guardian from receiving the student. Students will only be released from the office. Students may not be released to any other individual unless permission is given by the legal parent or guardian.

ELEMENTARY SCHOOL STUDENT AND FAMILY POLICY GUIDE AND CODE OF STUDENT CONDUCT AND DISCIPLINE HANDBOOK

Each student receives a copy of the handbook mentioned above. Teachers and administrators explain and reinforce the importance of the Student code of conduct throughout the year. Each student and parent signs an acknowledgement form indicating that they have received a copy of the STUDENT CODE OF CONDUCT. This handbook also includes information about attendance, student medication, health services, homework, students' behavior on buses, and use of electronic equipment at school, dress code, bullying and harassment .

PARENTAL NOTIFICATION 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, protect 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.

EMERGENCY AND DISASTERS

Forest Lake Elementary 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 material/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 Osteen Elementary School or Discovery Elementary School.

Bus LOOP

For the safety and well being of students, parent and visitors, use of the bus loop area during morning arrival (7:00am - 8:20 am) or afternoon pick-up (1:45 pm-2 :30pm) is strictly prohibited. As per state requirements only busses may use the bus loop during those times.

CODES

Please discuss the following codes with your children.

CODE RED - LOCK DOWN

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

CODE RED 2 - WEAPON/HOSTAGE SITUATION

- RUN: Run (if safe to do so) to a safe area outside the building, away from the shooting.
- HIDE: Find a safe location (room), lock the door and turn off the lights CODE

CODE BLUE - BOMB THREAT

Students are evacuated to the front and back of the school.

CODE YELLOW - HAZMAT/TOXIC

Students are kept indoors with the windows and the doors closed.

CODE GREEN - SEVERE WEATHER

If a Code Green, tornado **WATCH** is announced, students are kept inside away from windows. If a Code green tornado **WARNING** is announced, students assume protective position.

FIRE

Students are evacuated to the front and/or back of the school to their assigned zone areas.

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 **1-888-277-TIPS**

YOUR COOPERATION IS GREATLY APPRECIATED

If you are on campus during a security drill or an actual emergency situation, you may be instructed by a staff member to follow the security procedure we are implementing at the time of the emergency situation. Our goal is to make your experience at Forest Lake Elementary a safe and enjoyable one. Parents and community leaders are invited to participate in meetings on school safety and other school procedures. These procedures are discussed at open house, SAC meetings, and PTO meetings. Please remember that parent input is always welcomed and appreciated at Forest Lake Elementary.

Sincerely,

The Forest Lake Elementary Faculty and Staff

For more information about Volusia county schools, please visit our district web site at

<http://myvolusiaschools.org/Pages/default.aspx>