

INDIAN RIVER ELEMENTARY PARENT AND STUDENT HANDBOOK



**Indian River Elementary School
650 Roberts Road
Edgewater, Florida 32141**

Mission Statement

We, the Indian River faculty, staff, students and parents respectfully encourage each other to excel with enthusiasm, excitement and energy as we responsibly explore the world around us.

Manatee Pride Motto: Individuals Reaching Excellence and Success

Vision Statement

The mission of the Indian River Elementary School is to provide our children with educational programs of the highest value, along with related services of worth, in an environment that is safe, healthy, happy and orderly. The cooperative efforts of the family, the community and the school will guarantee to every student the opportunity to develop the knowledge and values necessary to be an informed citizen.

Mascot - Manatee
Colors - Teal and Peach

District Mission Statement

Volusia County Schools will ignite a passion for learning by providing a challenging, creative curriculum in a safe, supportive environment where students reach their highest potential.

School Website: <http://myvolusiaschools.org/school/IndianRiver>

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SCHOOL HOURS

It is our goal to have students attend school regularly, as well as punctually. School hours are 7:55 a.m. to 2:05 p.m. On Early Release Wednesdays, the school hours are 7:55 a.m. to 1:05 p.m. Students may enter their classrooms at 7:50 a.m. and instruction begins promptly at 7:55 a.m.

INDIAN RIVER ELEMENTARY EXTENDED DAY CARE PROGRAM

Afternoon hours: 2:05 p.m. to 5:45 p.m.

Further information may be obtained by contacting the program facilitator after 11:00 AM daily at 424-2650 ext. 35049.

BEFORE SCHOOL PROCEDURES

Students eating breakfast should arrive at 7:15 a.m. Breakfast is served from 7:15 a.m. to 7:45 a.m. All other students should arrive no earlier than 7:30 a.m. Pre-K – Grade 2 students will be supervised in the cafeteria from 7:30 a.m. to 7:50 a.m. and students in grades 3 –5 will be supervised on the court from 7:30 a.m. to 7:50 a.m. ALL students must report to their assigned area. Only students who are accompanied by a parent may wait outside of the assigned area. **Parents must obtain a visitor's badge from the front office to enter the cafeteria or media center before and after school.**

Parents are welcome to eat breakfast or lunch with their child. You will be required to first report to the main office to sign in and obtain a visitor's badge. If you are an approved VCS volunteer, you may sit among other students with your child, otherwise you will need to sit on the stage with only your child or outside with only your child.

AFTER SCHOOL PROCEDURES

If your child is transported by vehicle, please follow the directions of the adult traffic directors and safety patrols by pulling forward. Students will be asked to wait at designated areas to allow traffic to flow smoothly. Remember, no parking is permitted in the traffic lanes as this interrupts the traffic flow and may compromise the safety of our students. Follow these procedures:

- Parents may utilize the front parking lot on a first come, first served basis.
- Bus riders will be dropped off and picked up on the west side of the school.
- Drop off for students in grades K-5 will be in front of the school.
- Pick up for students in grades K-5 will be in front of the school.
- Please refrain from entering the campus or classroom buildings before 2:05 p.m. or 1:05 p.m. on Early Release Days.

CHECK-IN/CHECK-OUT PROCEDURE

It is very important for your child to be at school on time. **Students will be considered late after 7:55 a.m.** Students who arrive late miss valuable classtime and interrupt the educational setting of the classroom. Help teach your child(ren) positive habits by getting them to school by 7:50 a.m.

- **Late Check-In Procedures (after 7:55 a.m.):**

1. The parent will report to the main office with his/her child. The parent will check his/her child into the school.
2. If a parent does not accompany his/her child to the office, the student will be marked with an unexcused tardy.
3. The student will be given a tardy pass and be sent/escorted directly to class.

Students are expected to remain at school for the entire day. Exceptions should be requested only for medical appointments or emergencies. If it is absolutely necessary for a child to leave early (prior to the 2:05 p.m. dismissal) parents are requested to send a note to the child's teacher that morning stating the reason and time for dismissal. The parents must come to the office and sign the book authorizing early dismissal. **Only adults designated on the student's emergency card will be allowed to check out the student.** Parents are urged to keep these requests at a minimum because each call to a class for early dismissal causes a disruption to the students' learning. Please be prepared to show identification at the time of check out.

- **Early Check-Out Procedures (before 2:05 p.m.):**

1. The parent will report to the main office. ID will be requested at this time.
2. The parent will sign the Student Checkout log.
3. The student will be sent/escorted to the front office.

Please be reminded that educational instruction takes place throughout the ENTIRE (7:50 - 2:05) school day. Thank you!

STUDENT TRANSPORTATION FOR INCLEMENT WEATHER PLAN

Please prepare an inclement weather plan with your child, so that they are aware what to do at school dismissal.

FIRST DAY PACKET

Please sign and return all forms in the first day packet within 2 weeks.

TELEPHONE MESSAGES

Students will be informed of the need to a call parent/guardian or office staff will deliver messages only in emergency situations. Personal telephone calls will not be accepted as these calls interrupt instruction. **Please call before 1:30 p.m. in order to give office staff time to deliver the message.**

VISITORS

Parents or other visitors are welcome and encouraged to visit the school. **Parents and other visitors must check in at the office for a visitor badge before going to any area of the campus.** School personnel will stop any person on campus without the proper identification and direct and/or escort them to the office. All visitors must wear a visitor badge at all times. Prior to leaving campus, visitors must sign out and return their visitor badge to the office. All cell phones should be turned off during the school day.

CHANGE OF ADDRESS OR PHONE NUMBER

Please notify the school immediately if there is a change in your address, telephone number, baby sitter, person to contact in case of emergency, or person to pick up your child. **It is extremely important that we have a telephone number where parents can be reached during the day.** We need to have accurate-current information, especially in emergency situations.

WITHDRAWAL FROM SCHOOL

If a student is to be withdrawn from school, **one-week advance notice** is necessary to give the office time to prepare the withdrawal forms. If you are going to register in another school in Volusia County, you will need a transfer slip.

PARENT CONFERENCES

Conferences between parents/guardians and the school are essential for the most effective communication. **We strongly encourage that a formal conference be scheduled with your child's teacher each semester.** Parents are requested to make appointments in advance for a conference with the teacher or principal. This serves two purposes: it ensures that someone will be able to meet with you when you come and it gives the teacher time to get all materials and information ready to discuss with you. Please do not attempt to talk to a teacher while students are in the classroom or in transition to class before or after school. Parents may make the appointment by calling the school, 424-2650, or by contacting the teacher through e-mail.

CLINIC

If a student becomes ill or is injured at school, he/she will be sent to the office for first aid. The office will notify parents if the illness or injury requires special attention. **PLEASE MAKE SURE THAT THE EMERGENCY CARD IS ACCURATE AND UP TO DATE.** This is important in the event of an emergency. We can administer first aid, but no medication may be given without written permission from the doctor.

CHECKS

Make all checks payable to **INDIAN RIVER ELEMENTARY** unless otherwise requested. Any checks returned for insufficient funds, etc. will be charged a returned check fee. **PLEASE NOTE THE CAFETERIA WILL NOT ACCEPT CHECKS THREE WEEKS PRIOR TO THE END OF THE SCHOOL YEAR.**

VIPS

We have an active volunteer program. Volunteers in Public Schools serve in many capacities, and we will work with you to match your skills with our needs at Indian River Elementary. Examples of VIPS positions are media center assistants, senior mentors, resource speakers, classroom volunteers and field trip chaperones. If you are interested in being a volunteer, you must complete a VIPS application online in the front office. **ALL** VIPS must be cleared through the Volusia County Sheriff's Office which may take up to 3 weeks for an authorization status. All volunteers must sign in the office and wear a volunteer badge at all times. Prior to leaving campus, volunteers must sign out and return their volunteer badge to the office.

FIELD STUDIES/TRIPS

Educational field studies are planned as part of the educational process. Policies and procedures that apply to transported students and to the school day are applicable to field studies. Permission slips **MUST BE SIGNED AND RETURNED TO SCHOOL** prior to each study. Teachers will inform parents of lunch arrangements. Please note that **ALL** chaperones for field studies must have a VIPS application on file that has been cleared through the Volusia County Sheriff's Office. Additionally, parents chaperoning field studies may not bring younger children on the field study. If a child's behavior has been inappropriate, a teacher may request a parent to chaperone their own child on the field study. Requests for a student to ride with the parent instead of on the school bus must be submitted to the principal **3 days prior to field study**. **Only parents are allowed to sign out their own children for field studies.** The students must be signed out by the parent/guardian **prior** to the field study

departure and must notify the teacher-in-charge that the child has been signed out through the office for the field study.

CHAPERONES

Chaperones will agree to:

- be designated by the teacher,
- be responsible for a group of students assigned by the teacher,
- be given a time schedule in which they are to check in with the teacher during the field study,
- maintain the safety of students at all times,
- ride the school bus or transportation provided by the school and assist in monitoring students to and from the field study location,
- be responsible for following field study procedures outlined by the teacher,
- will not smoke during the field study,
- abide by the Volusia County School's Code of Conduct, and
- use the student dress code as a guideline to dress appropriately.

If bus seats are limited, chaperones may be asked to meet the class at the destination.

TEXTBOOKS/INSTRUCTIONAL MATERIALS

Textbooks are expected to last five years and parents must pay for damaged or lost books. Please impress on your child(ren) the need to take care of school property. If you have any questions or concerns regarding textbooks or instructional materials, feel free to contact a school administrator.

MEDIA CENTER POLICIES AND PROCEDURES

Media Center Hours: 7:30 AM – 2:30 PM

Passes: Students need to use a pass from their classroom (provided by the media center) to do research, work on computers, work in centers provided by the teacher, or check out books.

Circulation Procedures:

Loan periods and number of items:

Grades K and 1 may check out one book at a time.

Grades 2 -5 may check out two books at a time.

Grades K – 5 may keep books out for one week. Grades 2 -5 may renew books if needed.

Lost or damaged materials:

Students need to pay for materials that have been damaged or lost. Prices will be rounded to the nearest dollar amount.

STUDENT SCHOOL EXPECTATIONS AND RULES

• TRANSITION ON CAMPUS

1. Students always walk on campus.
2. Students are quiet while walking on campus.
3. Students in grades Pre-K, K, 1 and 2 must always be accompanied by an authorized adult or student partner(s).
4. Classes walk in a line with one student behind the other.
5. Third, fourth and fifth grade students are permitted to walk without a student partner.

• SCHOOLWAY CAFÉ

All food will be eaten and stored in the cafeteria. Please bring all food items to the cafeteria.

Student behavior in the cafeteria should be based on courtesy and cleanliness. Students need to use the following Manatee Manners:

1. Food is for eating only.
2. Be responsible for picking up your own trash off table and floor area.
3. Use inside voices and talk only to those seated close to you.
4. Walk at all times.
5. Please eat food that you have chosen from the lunch line to avoid unnecessary waste.
6. Raise your hand if you need help.
7. Students are not permitted to get out of their seat unless given permission by an authorized adult.
8. Keep hands, feet and objects to yourself.
9. Be kind and respectful to others.

Lunches must be paid for each day. No credit allowed. Free and Reduced Lunch forms are available in the office or online.

• PLAYGROUND

Children may use playground equipment only when supervised by a teacher. In order to keep our students safe, children are not permitted on the playground equipment before or after school.

1. On the swings, remain seated and swing forward and back. Stand away from the swings in motion.
2. Slide down the slide in a sitting position, feet first.
3. One student at a time on the monkey bars.
4. All games or activities will support our “hands off” rule.
5. Stay with a teacher or other authorized adult at all times.

• BIKE SAFETY

1. Cross only with the crossing guard.
2. Follow all Bike Safety Rules. Remember the bike helmet law!
3. Be cautious of walkers.
4. STAY ON THE BIKE PATH.
5. Students are to go directly to and from school. Parents, please encourage your child to go directly to and from school

6. To prevent theft, bicycles should be locked at the bike rack. The school cannot accept responsibility for damage to or theft of bicycles.
7. All bicycles must be walked on the school campus. Riding on campus is not permitted.

NOTE: Please read and sign the Volusia County School District's "Elementary Schools Student and Family Policy Guide and Code of Student Conduct and Discipline" for further information on student behavior.

ATTENDANCE

1. Parents need to call and inform the office, 424-2650 if their child is absent. This will be our verification that your child will be out of school that day.
2. In accordance with the **Florida Compulsory School Attendance Law** and the Volusia County School Board, Student Attendance Policy (206) please note the following:
 - When a student has 5 unexcused absences, not including out of school suspensions, within 90 calendar days, a letter will be mailed to the parent/guardian regarding the absences.
 - Illness or other legitimate causes will be excused with the permission of the parent/guardian and the school principal, up to 15 days within the school year. After 15 days of absence, excused or unexcused, a student must have a doctor's verification for all subsequent absences due to illness. The fact that the student's parent/guardian had knowledge of the absence does not, in and of itself, require school personnel to record the absence as an excused absence.
 - Parents/guardians are responsible for their child(ren)'s safe arrival either to school or onto the assigned bus. When a student is absent from school due to illness or other reasons, the parent/guardian is responsible for notifying the school, preferably the morning of the absence. A School Messenger Communicate message will be sent daily for students who have an unexcused absence or tardy.

SMOKING

Smoking and the use of tobacco products are prohibited at all times on all parts of the school grounds, including sidewalks and parking lots. Please help keep our students safe by refraining from smoking in your car while driving through the parent loop.

STUDENT RECORDS

Parents who would like to review student records need to contact administration. A 24 hour notice will be required to accommodate your request.

EMERGENCY CARDS

Two new emergency cards will be sent home at the beginning of each year. One will be located at the front desk, and the additional card will be placed in the clinic. This is done to comply with the rules of the State of Florida, Department of Health and Rehabilitative Service, Chapter 10d-84. It is absolutely necessary for the school to have current emergency information.

MEDICATION

STATE LAW PROHIBITS CHILDREN FROM BRINGING ANY TYPE OF MEDICINE TO SCHOOL. THIS INCLUDES PRESCRIPTION OR NON-PRESCRIPTION MEDICATION, SUCH AS COUGH DROPS, ETC. The only way prescription or non-prescription medication can be dispensed at school is for a parent to come to school and give it at the prescribed time, or obtain a medical form which is to be completed by your doctor and is filed at the school. **AFTER PERMISSION IS GRANTED TO DISPENSE MEDICATION AT SCHOOL, AN ADULT MUST BRING MEDICATION TO THE CLINIC FOR ADMINISTRATION.**

HEAD LICE

Indian River Elementary adheres to the information noted from the Center Of Disease Control and Prevention (CDC): Students diagnosed with live head lice do not need to be sent home early from school; they can go home at the end of the day, be treated, and return to class after appropriate treatment has begun. Nits may persist after treatment, but successful treatment should kill crawling lice.

Head lice can be a nuisance but they have not been shown to spread disease. Personal hygiene or cleanliness in the home or school has nothing to do with getting head lice.

Both the American Association of Pediatrics and the National Association of School Nurses advocate that "no-nit" policies should be discontinued. "No-nit" policies that require a child to be free of nits before they can return to schools should be discontinued for the following reasons:

- Many nits are more than ¼ inch from the scalp. Such nits are usually not viable and very unlikely to hatch to become crawling lice, or may in fact be empty shells, also known as casings.
- Nits are cemented to hair shafts and are very unlikely to be transferred successfully to other people.
- The burden of unnecessary absenteeism to the students, families and communities far outweighs the risks associated with head lice.
- Misdiagnosis of nits is very common during nit checks conducted by nonmedical personnel.

REPORT CARDS

Report cards will be sent home with students on October 24, 2018, January 15, 2019, and March 27, 2019. The final report card will be available on June 11, 2019, for pick up at school. Report cards will also be available on line and may be accessed through Pinnacle or Parent Portal. Additionally, parents may refer to the Student Progression Plan which can be found at www.myvolusiaschools.org →Parents→ Policies and Procedures.

HOMEWORK

Meaningful homework activities are those checked by the teacher and designed to reinforce skills, promote creativity, enhance learning or develop critical thinking. Homework shall consist of one or more of the following:

1. An extension of classroom work
2. An assignment based on student needs
3. A project or research assignment designed to help students learn how to plan ahead and organize work and
4. Reading a library book either independently or with parents.

Homework assignments are planned so that they may be accomplished within a reasonable amount of time. Usually assignments for primary children should take between 15-30 minutes and those for intermediate children between 30-45 minutes.

STUDENT DRESS CODE

All children are expected to be neatly and appropriately dressed. The school district has adopted a district-wide dress code policy.

- Dresses and shorts must be at least mid-thigh in length or below.
- A belt must secure pants that are loose around the waist.
- Closed-toed shoes are to be worn for safety reasons.
- Flip flops, sandals or high heels are not allowed.
- No hats, caps, visors, hoods, bandanas, or other head gear, unless approved by administration (i.e. medical necessity, religious, school related events, cold or inclement weather).
- Unusual-colored hair (for example, green, blue, red, orange, purple, etc.) or temporary tattoos are unacceptable if they interfere with the learning environment.

SCHOOL UNIFORM REQUIREMENTS

School uniform requirements apply to all students enrolled in grades Pre-K-12 during the regular school day. These uniform requirements shall be supplemental to those specified in the previous paragraph.

- 1) The basic uniform clothing for students in grades Pre-K-12 shall consist of a long or short-sleeved: 1) white collared, knit polo-style shirt or 2) white collared oxford style button down shirt; and navy blue, black or khaki (tan) pair of long pants, shorts, capris, skirt, skort or jumper. Blue or black denim long pants are also acceptable. A small logo is acceptable.
- 2) In addition to the basic uniform, Indian River designated two additional school colors, which are teal and black, for the collared shirt. Colored trim, stripes or decorations will not be allowed. A small logo is acceptable.
- 3) Pants, shorts, capris, skirts, skorts, and jumpers must be a solid color with no stripes, decorations or embroidery. A small logo is acceptable.
- 4) Shoes/footwear –Shoes/footwear shall be closed toe and heel, so as to protect the entire foot.

Communications from School to Home and Home to School

We want to keep an open line of communication. For information, please use these sources:

- School newsletter sent home every month
- School website: <http://myvolusiaschools.org>, click on the Schools tab, then under Elementary Schools click on Indian River Elementary
- School marquee
- E-mail addresses for faculty and staff can be accessed at <http://myvolusiaschools.org>. Under the Parents & Students tab, scroll down to General Information, then click on Phone/E-mail Directories.
- Community Flyers – online at <http://myvolusiaschools.org>. Click on the Parents & Students tab, then under My Student click on Flyers-Community Events/Programs. Occasional flyers will be sent home with your child. Please tell your child to make sure you receive all information sent from school to home. Thank you!
- School Messenger Communicate – School Messenger Communicate is a telephone communication system used by our school district to provide information to you regarding school attendance, announcements and important events. For this reason, it is very important that we have current phone numbers for you. Please let our registrar know of address or phone number changes as soon as possible at extension 35010.

STUDENT ORGANIZATIONS AND MEMBERSHIP STANDARDS

To retain active-member status in a student organization, a student will satisfy the following requirements:

1. Maintain a grade average of C or above
2. Demonstrate good behavior in the classroom
3. Be cooperative, listen and follow directions at organization meetings
4. Maintain good attendance

Membership in student organizations requires approval of the student's classroom teacher, based on the classroom teacher's knowledge of the student's academic progress during each grading period.

SCHOOL ADVISORY COUNCIL (SAC)

SAC consists of parents who are representative of the student population, teachers, community members, and business partners. It meets monthly to study data about our school, learn about various programs, monitor the current School Improvement Plan, approve School Advisory budget items, and help create the Improvement Plan for the upcoming year. The meetings are open to the public. There is a time on each agenda for public participation. The committee members serve one or two-year terms. If you are interested in becoming a member of SAC, please contact our SAC chairperson.

PARENT TEACHER ASSOCIATION (PTA)

We encourage ALL parents to join the PTA. The PTA is an important contribution to our students' education. Our PTA sponsors events and fundraisers to provide additional opportunities for our students. Please join us in strengthening our parent/school relationships by joining and participating in PTA. Membership is annual, and membership forms are sent home at the beginning of the school year.

Appendix A

School Emergency Guide for Parents

Safe Learning and Working Environments – A Top Priority

Creating and maintaining safe schools for students, staff, and visitors is one of Superintendent Margaret Smith's goals within her strategic plan for Volusia County Schools. Parental support and community involvement are vital to helping the district maintain safe, secure and orderly schools. The district works in partnership with public safety agencies within the county, state and nation to develop and implement school and district emergency plans that help create safe school environments.

Emergency Preparation is Critical

The district works closely with local government, law enforcement and other emergency management officials to monitor safety concerns and respond quickly to situations as they arise. The district and all schools in Volusia County have plans to respond to emergencies, including inclement weather, fire, dangerous items on campus, etc. Schools update their site specific Safety and Security Manuals/Plans annually. The plans are then submitted for review and approval to the district Safety and Security department.

The district also provides several training opportunities to school staff to assist them in preparing for a wide range of potential emergencies. In addition, all schools conduct emergency drills throughout the school year so that students and staff are aware of the most effective and safe emergency responses. Each school has assigned key staff members to perform roles and responsibilities during emergency situations as a part of their School Security Team.

School and district emergency plans and procedures are modeled on the Department of Homeland Security's National Incident Management System and use the Safety and Security Best Practices developed by the Office of Program Policy Analysis and Government Accountability (OPPAGA).

Parents Have a Key Role in Emergency Response

During and following an emergency situation, school and district officials must act quickly and follow established emergency protocols to safeguard students and staff, secure schools, and communicate accurate information in a timely manner. Parents can assist greatly by helping with preparation before the emergency. Here are a few critical steps parents can take:

- Give school officials accurate contact information so you can be reached in case of emergency. Keep the information current by notifying officials of any changes as soon as they occur. Multiple contact sources are helpful, including home and office telephone and fax numbers, mobile telephone numbers and paging information, email addresses, etc. Also important, in case you cannot be reached, are the up-to-date names and contact information of family members, friends, and any other adults authorized as emergency contacts for your child.
- Talk to your child about your personal emergency notification arrangements and let your child and school officials know if you anticipate being unavailable or difficult to reach for an extended period of time.
- Stay informed about potentially serious situations, such as inclement weather.
- Monitor local media when serious conditions arise at school or in the community that might result in school evacuation, early dismissal, or school closing.
- Notify school officials if you see or hear of anything that could create a danger at school. If you prefer, you may call our Communication and Monitoring Center 24/7 at (386)943-7626.

Delayed Dismissal and Emergency School Closings

Occasionally, an unforeseeable event or emergency may require the closing of a school or all schools for a period of time. The decision to close schools, or alter opening and closing times, is made by the superintendent after consulting with county and municipal public safety agencies and school district staff. Notification of emergency closings is given as soon as possible so parents and guardians can make arrangements for students to be cared for during these times. The decision to close schools is based on many considerations, the most important being the safety of students, staff, parents, and others in the community.

In cases of threatening weather, the district maintains close contact with the National Weather Service, the Volusia County Office of Emergency Management and local law enforcement officials to help make decisions about dismissal of students or school closings. Officials want to make the safest possible arrangements for students and may delay the dismissal of students during exceptionally hazardous weather conditions, such as lightning or tornado warnings. However, parents and guardians will be allowed to sign their child out during these situations at the main school office.

The district's automated telephone system will be used to notify parents about delayed dismissals, closings or other emergency conditions. In most situations involving delayed dismissal, students who walk or ride bicycles may be kept at school until parents can arrange for them to be picked up. Bus riders will be delivered home when conditions allow for a safe dismissal.

Emergency Release of Students to Parents

School officials want to maintain as safe and orderly an environment as possible at all times. During an emergency, special procedures are followed to help ensure student safety. Principals have procedures in place to help parents who wish to pick up their child from school. Depending upon the emergency conditions, students may be released from a designated area to parents and guardians with proper identification. For safety reasons, children will only be released to an adult has been properly designated as an emergency contact and who has proper identification. Non-custodial parents who may pick up students must be listed with your child's emergency contact information as a guardian and also must show proper identification.

Emotional Support for Students during Emergencies

It is important that students feel safe in their schools, especially after a crisis has occurred. Should there be a need, the district can provide psychological services to students and/or staff through the Crisis Response Team assigned to their school. The CRT, part of the school's Safety and Security response team, determines the extent of the need for services at the school and works with district staff and community support agencies to address identified needs. If a situation occurs at school or in the community in which students are emotionally affected, a crisis response team will provide counseling assistance to students to help them understand and cope with their emotions and reactions.

Important Points to Remember

- **Your school has a plan** – Each school has a site-specific Safety and Security Plan. Teachers, administrators and staff have been trained and have completed drills using this plan.
- **Keep your emergency contact information current** – Please be sure your emergency contact information (home address, home/work/cellular telephone numbers, names of others with pick-up authority for your child) is updated whenever there is a change.

- **Monitor local news** – Information regarding school emergencies will be broadcast by local media outlets. In addition, the front page of the district’s web site is used for posting emergency “alerts” to the public in the event of an emergency affecting schools.
- **Be alert for automated telephone notification** – The district and schools will send emergency and routine messages to parents via mass telephone notification. Parents may register multiple phone numbers with their child’s school to ensure messages are received.
- **Do not call or go to your child’s school** – During an actual emergency, school staff will be busy responding to the emergency and addressing the needs of students. Calling the school will only tie up phone lines that must be used for emergency communications with staff and emergency responders. Please do not go to your child’s school unless you have received direction from the school or district officials. Vehicular traffic around the school may impede the ability of emergency responders from entering/exiting the campus.
- **Reuniting with your child** – When the situation allows, students will be released following the “reunification procedures” prescribed in the school’s Safety and Security Plan. This procedure ensures that each student is released to a parent, relative or other authorized person designated by the parent in an orderly manner. Individuals picking up students will be asked to present valid picture identification and may be asked to sign students out to ensure safety and accountability.
- **Alternate pick-up site** – In some emergencies, it may become necessary to move students and staff from their school to the “off-campus evacuation location” as prescribed in the school’s Safety and Security Plan. Due to the unpredictable nature of any emergency, the location of the evacuation site will be announced only at the time of the event. If this occurs, parents will be notified via multiple means, including **automated telephone calls, the district website**, and local radio and television stations.
- **Students who remain at school** – If a parent, guardian or authorized designee cannot pick up their child following an emergency, the child will remain under staff supervision until the parent, guardian or authorized designee arrives at the school.

If you have any concerns or questions about district emergency plans, please call Safety and Security department at (386) 226-7852 extension 20051.