

Ormond Beach Middle School Security Procedures

Dear Ormond Middle Families,

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

Having specific safety procedures in place will strengthen the school environment and will allow everyone to effectively learn and work in a safe environment.

Parents and visitors may review our Procedures manual in the main office. As we continue our preparations, this document is constantly being updated. Please feel free to contact Wes Porter if you have any questions.

The following sections are excerpts from our manual

that are important for our families and visitors to know.

Visitors

The main administration building shall serve as Ormond Middle Schools 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 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

Once in school, students are the responsibility of the Principal. Early release must be governed by strict sign-out procedure that will ensure the student's safety.

Any parent or guardian requesting to have their child(ren) released prior to the close of the school day shall report to the main administration building (Building #1) for that

purpose. Parents/guardians shall complete an early release request and list the reason for the early release. Parents/ guardians will be required to show a driver's license as identification.

Should they not have a driver's license, but can produce other identification, the Principal will be contacted and asked to approve the release. No child shall be released to an individual who cannot produce a photo ID, if not personally known to the Principal or faculty or staff member(s). Prior to release of any child the student's emergency contact information will be reviewed to ensure that nothing would prohibit the parent/legal guardian from receiving the student. 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.

Secondary Schools Students and Family Policy Guide and Code of Student Conduct and Discipline Handbook

Each student receives the handbook mentioned above.

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Throughout the school 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 received a copy of the Student Code of Conduct. This handbook also includes information about discipline, attendance, student medications, health services, homework, and student behavior on buses, use of electronic equipment at school, and the prohibition of harassment.

Harassment

Ormond Beach Middle School has a supportive climate that appreciates racial, cultural, and other forms of diversity. Through our Pride Program, students are educated throughout the year with activities and opportunities which foster understanding of other's differences, conflict resolution methods, mediation and other violence prevention techniques. At Ormond Middle School we

work to empower our students with the knowledge of what to do in hostile situations.

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, Department of Children and Families and the Department of Juvenile Justice

Schools must comply with Florida Statutes regarding Police and the Department of Children and Family interviews, while at the same time, protect students and parental 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 at Ormond Beach Middle School.

Searches of students are conducted when there is a reasonable suspicion that the student has contraband and it in violation of the district's Code of Student Conduct and Discipline. Where reasonable suspicion exists, a student shall be asked 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 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 School Resource Officer and/or the Ormond Beach Police Department will be contacted. The law enforcement officer will have jurisdiction and control over

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the search for a suspected firearm or other dangerous weapon.

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 guardian.

Emergencies and Disasters

Ormond Beach Middle School 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 the Ormond Beach Performing Arts Center or David Hinson Middle 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

Administration of Medication

The school has a procedure that strictly controls the administration of medications to student. Only the School Nurse Mrs. Kamel 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/guardian 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. Medication must be transported to our school by a student's parent or guardian.**

Parent Community

Parent and community leaders are invited to participate in meetings and discussions on the topic of school safety. Parent input is always welcome at Ormond Beach Middle School.

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 Mr. Krajewski will take place in the Media Center or outside in front of the school.

Bus Loop

Parents may not use the bus loop or east parking lot during morning or afternoon arrivals. As per state requirements only buses may use the bus loop during these times.

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

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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 Ormond Beach Middle School a safe and enjoyable one. Please remember that your input is always appreciated.

Sincerely,

The Ormond Beach Middle
School Faculty and Staff