

## **R. J. LONGSTREET ELEMENTARY SCHOOL SAFETY and SECURITY CERTIFICATION PARENT INFORMATION**

### **Safety and Security Certification**

Our school is continually training teachers, staff and students with the Volusia County Security Certification Standards. This process, in which Volusia County schools are certified in 63 standards, is in place so that we can continue to provide a secure and safe school environment for our entire school community. Our students and staff participate in MOCK DRILLS throughout the school year as a part of our Safety & Security Procedures. We practice how to react to fire (evacuate), bomb threat (code blue-evacuate), unsafe situation on campus (code red-lockdown), hazardous material spill (code yellow-go inside) and severe weather (code green- take shelter). These drills are in place to ensure that your child will know what to do in an emergency. Our Safety and Security Procedures Manual, which is reviewed annually, can be found in our main office and Media Center. In the event of an emergency, in which our campus would need to be evacuated, our students would be escorted to the **Westminster By the Sea Presbyterian Church** at 3221 S. Peninsula Drive, Daytona Beach. Alternate site is **Port Orange Elementary** at 402 Dunlawton Ave., Port Orange. If there is an event that would close access to our campus, Mrs. Watson or a representative would be at South Peninsula Community Church at 2711 South Peninsula Drive, Daytona Beach to answer questions and/or provide updates. The "Connect Ed" system may be used to notify you of an emergency. With this in mind, please remember to keep your phone contact number up to date. Please realize that these procedures are in place to assist in enhancing the safety of our students and maintain as safe and orderly environment as possible with learning as the priority. If you are on campus during a drill or an actual emergency situation, it is appreciated if you would return to your vehicle if there is time to do so. Otherwise, you may be asked to follow the security procedure we are implementing at the time of the emergency situation. Your experience at R. J. Longstreet Elementary should be a safe and enjoyable one. Your input is appreciated.

### **Media & Parents Areas**

In the event of an actual emergency event at R. J. Longstreet Elementary, we have established an area for parents and the media. We plan to use the "Connect Ed" system and/or the Volusia County District website to notify you of an emergency. If students have been evacuated from the buildings and are still on campus OR evacuated to Westminster By the Sea Presbyterian Church, parents may convene at the South Peninsula Community Church where Mrs. Watson or a representative will be to answer questions and/or provide updates. The media will convene at Daytona Beach Drive-In Christian Church. If students have been evacuated out of the area, we will meet at Port Orange Elementary where the parent and media staging areas will be designated depending on the emergency. If your child is medically fragile, we will make an attempt to call you and let you know (depending on the emergency) if your child will be at Westminster By the Sea Presbyterian Church or Port Orange Elementary. Our school nurse/health technician or designee will be with your child at all times.

### **Expectations**

Our goal is to help every child become a responsible "lifelong learner who share a commitment to society". They are reminded to BE: PROMPT, PREPARED, POLITE and PRODUCTIVE. It is shared on our school's daily news show, in classrooms and on posters located throughout school. We expect our students to be respectful and maintain positive behaviors, at school and throughout the community.

### **Code of Conduct & Crime Stoppers**

Students receive the Volusia County Code of Student Conduct and Discipline Policy Guide during the first week of school. Parents and students are asked to review the information together and students are expected to follow the code as well as school rules. After signing the acknowledgment page, students should return the form to their teacher. Teachers and administrators review the guide with students in the classroom and at an Expectation Assembly. Included in the guide are policy 509, which reviews Harassment, items that are prohibited at all Volusia County Schools and the Volusia Student Crime Stoppers hotline- **1-888-277-TIPS**. Students are asked to remember the hotline number.

### **Diversity**

R. J. Longstreet Elementary has a supportive climate that appreciates racial, cultural and other forms of diversity. Throughout the school year, we focus on diversity and multicultural awareness. Books and videos are available for classroom teachers to use. Parents, you are encouraged to share family cultural heritage and traditions with your

child(ren). You are your child's first and most important teacher. Your behavior and words help form your child's behavior and words.

### **Harassment & Bully Prevention**

Our ongoing "Bullyproofing Program" educates students throughout the year with activities and opportunities that encourage understanding of other's differences, conflict resolution methods, mediation and other violence prevention techniques. We work to empower our students with what to do in a hostile situation

In October, students will watch a video on bullies and victims. Here are some tips for parents:

- \*Make it a habit to talk to your child about school
- \*Teach your child self respect
- \*Encourage friendships
- \*Build social skills early
- \*Explain the difference between tattling and reporting
- \*Don't advise either ignoring or attacking the bully
- \*Let the school know of your concerns immediately

Here is a technique you can teach your child to deal with bullies-  
It's called Ha Ha So.

Help- ask an adult for help (know the difference between tattling & reporting)

Avoid- stay away from kids who are mean, use the buddy system

Humor- try to find a funny way to deal with the bully

Assert- say "Please stop that. I don't like it!"

Self Talk- say to yourself "I know I'm nice, just because he is saying that doesn't mean it is true"

Quote it- sometimes it's ok to agree (e.g. "That's an ugly dress" "I don't like it either")

These are from the book "Bully Proofing Your School"

### **Parent Drop off, Pick up and BUS LOOP**

**\*\*\*\*\*No cell phone usage on campus especially in the parent loop and while driving.\*\*\*\*\***

These areas are a concern for everyone and are a priority in order to keep our students-your child(ren) safe. Parents and guardians who transport children must use the driveway on South Peninsula Drive. **(NOTE: Please be careful on Dach Avenue which is parallel to our bus loop. This area places cars, students and busses at risk for an accident.)** During afternoon pick up times, please stay in the far right lane, pull up as far as possible and remain in your vehicle. Once your vehicle reaches the area, students will be prepared to load a stopped vehicle. Remind your child(ren) to "BUCKLE UP".

**Picking up/dropping off in the bus loop is NOT permitted and is not safe. Thank you for avoiding this area during bus drop off and pick up times.**

### **Pedestrian & Bike Safety**

For Parents:

- If you drive your children to school, drop them off and pick them up in the designated drop-off/pick-up area.
- When turning at an entranceway/exit, be sure to yield to pedestrians and cyclists.
- If your child is walking to school or a bus stop, plan a safe route and make sure your child knows the route and can navigate it safely. Choose the most direct route with the fewest street crossings. **If your child is young or is walking to a new school, walk the route with them beforehand and continue to walk with them for the first week until they're comfortable with the route.**

For Students Who Ride the Bus:

- Stay out of the street while waiting for the bus.
- Wait for the bus to come to a complete stop and the doors open before approaching the bus from the curb.
- Make sure you remain in clear view of the bus driver.
- Look both ways before crossing the street to get on the bus.
- After getting off the bus, look both ways and then move immediately onto the sidewalk and out of traffic.

***Note: Kindergarten students will not be allowed to leave the bus unless their parent/guardian is there.***

For Walkers/Bike Riders:

- For bike riders, wear a helmet at all times. Research shows that this simple act can reduce the risk of head injury by up to 85 percent.
- Bike riders should ride on the right, in the same direction as traffic, and use appropriate hand signals. Bicyclists also should respect traffic lights and stop signs.
- Walk or bike with a friend. It's safer that way.
- Walk on sidewalks where available.
- Always cross at intersections.
- Both bikers and walkers should wear bright clothing to make them more visible to drivers.
- To avoid distractions, bikers and walkers shouldn't use a cell phone or headphones while riding or walking.

**Vehicles & Visitors on campus/Sign In** Parents, guardians and other individuals on our campus for school-related business are welcome. Come to the main office, sign in and get a visitor's badge when you arrive on campus. You will be asked to show your driver's license or photo ID. After you have concluded your visit, return to the main office and place the ID badge or visitor's pass in the notebook or basket on the front counter. If a badge or pass is not observable, you will be asked to go to or escorted to the office to receive one. All visitors should have a specific purpose for being on our campus and should report to a specific location. Our students participate in various drills throughout the year and practice how to respond to each code. If you are on the campus at the time of a drill, you are expected to return to your vehicle or participate with us. While on campus at R. J. Longstreet Elementary, **we ask that you lock your vehicle.** Volusia County policy prohibits smoking, weapons and illegal contraband on all school board properties. Anyone wishing to volunteer or go on a field trip with your child at R. J. Longstreet Elementary School MUST complete a volunteer application and be approved prior to volunteering.

### **Child Release from School**

Parents or guardians requesting to have their child(ren) released prior to the close of the school day shall report to the main office. You will list the reason for the early release and show identification. Parents are asked to write a note to the teacher if they know in advance that they will pick up their child early. The instructional day is important for your child's academic success; therefore, early release is discouraged.

### ***Emergency Release of Students to Parents:***

During an emergency, special procedures are implemented to help ensure student safety and to assist parents who wish to pick up their child from school. Depending upon the emergency, 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 who has been properly designated as an emergency contact and who has proper identification. Non-custodial parents who may pick up students should be listed with your child's emergency contact information as a guardian and will be asked to show proper identification. With this in mind, please remember to keep your emergency card information up to date.

### **Parent Notification**

From time to time, we have to notify our parents of events at school, a student illness, misbehavior, concern of harm or for good news. We use several resources- Connect Ed, phone calls, home visits and letters. All students received an R. J. Longstreet Elementary Student Handbook. The handbook has general information and policies in regards to day to day information about our school. In addition, students in Grades 3-5 received a student planner, which is a wonderful way to communicate with your child's teacher. **If a change in your address, telephone number or emergency number occurs, please notify the office immediately.** If there is an event that would close access to our campus, Mrs. Watson or a representative would use the "Connect Ed" system to notify you of an emergency. With this in mind, please remember to keep your phone contact number(s) up to date.

### ***Concern of Harm***

You may be contacted if your child says something that is inappropriate or of a threatening nature. A student who makes a threat of violence receives disciplinary action and will be handled in accordance with district procedures. The degree of a threat is assessed and discussed with the student's parent or guardian. Schools also 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 and may be reported to the appropriate law enforcement agency. If the issue involves other students, or adults on campus, the principal/designee will conduct an investigation and take appropriate measures to provide adequate safeguards.

### **Emotional Support for Students**

It is important that students feel safe in school, especially after a crisis has occurred. A Crisis Response Team will be assigned to our school in order to determine the extent of the need for services at our school. The team may work 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, the Crisis Response Team will provide counseling assistance to students to help them understand and cope with their emotions and reactions.

### **Administration of Medications**

R. J. Longstreet Elementary has a procedure that strictly controls the administration of medication to students. At the request of a parent/guardian and doctor, prescription medication may be given to a student at school. The "Authorization to Administer Prescription Medication to Students by School Personnel" form must be completed by the parent and doctor before administering medication. Prescription medication is not to be brought onto school property without this form being on file. Medication must be transported to our school by a student's parent or legal guardian. We will not administer over the counter medication to any student and ask that you do not send it by your child. Please call the school nurse/health technician 322-6172, option 3 for more information.

### **Infection Control**

We remind our students to "STOP THE SPREAD OF GERMS THAT MAKE YOU SICK AND OTHERS SICK"! You can help by reminding them to "COVER YOUR COUGH" (cover your mouth and nose when you cough or sneeze OR cough or sneeze into your upper sleeve, not your hands) and "CLEAN YOUR HANDS" after coughing or sneezing (wash hands with soap and warm water for 20 seconds OR clean with alcohol-based hand cleaner)!

Health note: MRSA is a type of staph infection that is resistant to some antibiotics. This is a reminder to:

- \*Keep your hands clean by washing well with soap and water or use an alcohol-based hand sanitizer.
- \*Keep cuts and scrapes clean and covered with a bandage until healed.
- \*Avoid contact with other people's wounds or bandages.
- \*Avoid sharing personal items.

For more information: <http://www.cdc.gov/Features>

### **Physical Interventions**

Faculty and staff at R. J. Longstreet Elementary will avoid physical contact with students. Only in justifiable instances will physical intervention by trained personnel be used on our campus. This is usually if a student is a danger to him (her) self or others.

### **Student Searches**

Searches of students are conducted when there is reasonable suspicion that the student has contraband and is in violation of the Volusia County Code of Student Conduct and Discipline Policy Guide. 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 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, law enforcement will be contacted. The law enforcement officer will have jurisdiction and control over the search for a suspected firearm or other dangerous weapon.

### **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. This means that under Florida Statues, the Department of Children and Families does have the right to interview and/or take a child into custody without the parent's permission.

## **Excerpt-Volusia County Schools Emergency Guide for Parents & Important Points to Remember:**

### **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.

### **Important Points to Remember**

R. J. Longstreet Elementary has a site-specific Safety and Security Plan that teachers, administrators and staff have been trained and along with students have completed mock drills using this plan.

**Keep 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 at with their child’s school to ensure messages are received. Parents may also request to receive text messages.

**Do not call or come to the school** – During an actual emergency, school staff will be busy responding to the emergency and addressing the needs of our 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.