

Little Valley Elementary Student Handbook



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Dear Parents and Students,

At Little Valley Elementary we are committed to doing all that we can to do to help each of our students to have a safe, friendly place where they can learn and grow towards becoming productive, caring citizens of this great country. We have an excellent faculty and staff. Our parents are active and supportive. The students are well behaved and excited to learn. This handbook is to help everyone to understand better the policies and procedures that we follow at Little Valley Elementary.

Rob Stevenson
Principal

Little Valley's Mission Statement

"Learning from the past, preparing for the future, succeeding in the present"

General Rules

1. **Be Respectful**
2. **Be Responsible**
3. **Hands, Feet and to Self**
4. **Follow Directions**
5. **Be There, Be Ready**

Little Valley Elementary Daily Schedule

Bell Schedule	
First Bell Rings - Students report to class	8:55
School Starts - Students ready to work	9:00
AM Kindergarten Dismisses (no bell)	11:45
Lunch for 1 st grade	11:35 – 12:10
Lunch for 2 nd grade	11:45 – 12:20
Lunch for 3 rd grade	11:55 – 12:30
Lunch for 4 th grade	12:05 – 12:40
Lunch for 5 th grade	12:15 – 12:50
PM Kindergarten Starts (no bell)	12:45
School dismisses (M, T, W, Th)	3:30
School dismisses (F)	1:15
Friday Kindergarten	
AM Kindergarten Starts	9:00
AM Kindergarten Ends	10:40
PM Kindergarten Starts	11:35
PM Kindergarten Ends	1:15



Tips For Parents

We Can't Do It Without You!!

- Involving parents in the education of their children is not just important, it is critical.
- Our Goal is to provide a positive, supportive environment and pursue creative learning, supported by parents and the community. We can do this together.

You Can:

- Schedule and attend SEP's and Parent Conferences.
- Take the time to meet with teachers as they hold special events or meetings.
- Make every effort to have your children here on time and in attendance daily. Also encourage your child to eat breakfast and get enough sleep at night.
- Volunteer as often as possible.
- Present ideas and concerns to your teacher, Principal, Community Council or PTA Board.
- Practice and review school work at home each night – 30 minutes a night is not uncommon.
- Read each night with your child.

General Policies and Procedures

Absence and Illness

- Please be sure there is an emergency number where parents can be contacted for any reason.
- No child will be released from school without parent or guardian permission.
- Students are required to attend 179 attendance. Please plan your vacations, dental and doctor appointments at times which will not conflict with your child's education.
- Excessive absences will result in possible referral to court for educational neglect and/or truancy referral.

Medications

- Each school has designated at least one staff member to be responsible for the safe keeping and administration of all medications. In our school this is the secretary. Our secretary keeps a record of each administration and stores the medication.
- Medications may only be administered to a student if an authorization form for dispensing medication is filled out by the parent and the physician. This is available in the school office.
- All medications need to be in a pharmacy or physician labeled container.
- School employees are not allowed to give out aspirin. In the event of an injury at school, parents will be notified.

Student Insurance

- Student accident insurance is made available to students whose parents want coverage for their children.
- The policy is a limited one, is strictly voluntary, and is offered as a service to parents.
- Students will bring enrollment forms home shortly after school begins.

Head Lice Policy

- With the exception of the common cold, head lice infestation affects more school aged children than all other childhood communicable diseases combined, according to reports from the Centers for Disease Control.
- Several non-prescription products are available at local drug stores. If a problem exists, please consult your doctor or our school nurse for direction.

If a problem exists, one must do the following:

- Inspect each member of the family daily for at least two weeks.
- Look closely at the scalp for small whitish eggs usually firmly attached to the hair.
- Pull a fine tooth comb through the hair to remove eggs.
- Wash combs and brushes thoroughly in hot water to disinfect.
- Sterilize all personal clothing and bedding in hot water.
- Store toys, coats, etc enclosed in a plastic bag for at least 10 days.

Our district and school has a "no-nit policy". Students with head lice will be sent home until they are "nit free". Therefore, any student having received treatment should be "nit free" before returning to school. Also, lice checks are made several times throughout the school year.

Pink Eye

- Students with "Pink Eye" will be sent home from school. They need a doctor's release that they are no longer contagious to be allowed back to school.

General Policies and Procedures

Lost and Found

All lost items will be placed in "lost and found" bins at the front entry way. Small items will be turned in at the office. At the end of each term any unclaimed items will be donated to a charitable organization. If your child has lost any item, please check with the school immediately. The child can check any time as well as parents can check our lost and found.

School Breakfast and Lunch

The federal government participated in the purchase of meals when the declared family income falls below a certain level. Included in the registration materials is a form indicating whether or not a student will qualify for a reduced rate of pay for meals or for free meals. Please complete the form and bring it to the school to have it verified by one of the school secretaries. School lunch status is confidential and there is no indication on a student meal ticket status.

School breakfast is served daily and starts at 8:40 am. Breakfast is \$1.75, reduced breakfast is \$0.30. If your child qualifies for free or reduced lunch they will qualify for free or reduced breakfast.

Lunch is served daily. School prices are \$2.25, \$0.40 for reduced lunch and \$4.00 for visiting children or adults. Lunch and breakfast money can be paid in the each morning. You may choose to pay a week or a month in advance which is appropriate also. Please have your child bring his/her money to the office and include the student's name on your check. When sending cash, please put it in an envelope with your child's name on it.

Milk can be purchased separately. Milk is \$0.50 a carton. Even students who qualify for free and reduced lunch must pay \$0.50 a carton when they bring a lunch from home.

It is the responsibility of the parent to keep track of their child's lunch account. Automated phone calls are sent home as reminders.

Lunch Workers

Students in 4th and 5th grade participate in helping in the lunchroom. When they participate, they receive a free lunch. We appreciate their help. It is a learning opportunity for them as well. Teachers select students who are caught up with their work and have excellent citizenship.

Library Policy

Any library books, which are damaged or lost, must be paid for before students are allowed to check any more books out. All library books should be returned to the library before students check out of school.

Kindergarten information

To be eligible to enter Kindergarten, a child must be five years of age on or before September 1st of the year in which admission is being requested. Also, Utah law requires evidence that a child's immunization record is current and complete. No child will be allowed to register without proof of immunization. For details on what is required for immunization, please visit with one of the secretaries.

Elementary School Counselor

The counselors on the elementary level serve in many capacities in the school. They provide school-wide support for various programs, such as: parenting, violence prevention, character education, schools-to-career, academics, and behavior management.

The counselor is a problem solver for students, teachers, parents and administrators. They will work with students one-on-one, in small groups, or in the classroom to develop social skills, study skills, coping skills, self-management skills, etc...

The goal of the counseling program is to provide a positive outlook for each child and reduce or eliminate any personal concerns that may distract or slow down the learning process of the student. Our counselor is assigned to work in our school 3 days a week.

Special Education Services

We have available special support services for students who have physical, medical, emotional/behavioral, and learning challenges. A speech-language pathologist works with speech, language, and hearing needs. A physical therapist, an occupational therapist, hearing specialist and a vision specialist are available to consult with our special education staff.

We have a resource program where certified teachers track special education students in the regular classroom and give support when necessary. They will also pull students into their own classroom for individual and small group instruction.

Each qualifying student has an Individual Education Plan (IEP) that is developed by the parent, student, teacher, administrator, and support staff. Students with more severe disabilities receive more support services.

Internet Access

For your information, we have a web site at <http://les.washk12.org>
We have great information and links on our site. We invite you to check them out.

Treats at School

At times parents want to bring treats for special occasions such as birthdays or holiday times of the year. We ask that you abide by the district and state policy which is below. Basically, it says that we cannot accept treats or food items that are **homemade**. They must be made commercially. When homemade treats are brought, we will have to send it back home.

Policy: Foods that are **acceptable** – “Any commercially prepared non-hazardous food such as cookies, cupcakes, candy, or nuts in sealed packages. Commercially prepared kitchens are inspected on a regular basis by trained food inspectors and are much less likely to experience food contamination.

3.1.2. Popcorn, fruits, and vegetables. Of course, the fruits and vegetables should be washed before they are eaten, peeled, or scraped, where appropriate, such as oranges and carrots.

3.1.3. Food prepared in the school cafeteria or other facilities that meet the guidelines of federal, state, and local regulations.

3.3. **Not acceptable** are any items that have been prepared, cooked or packaged in a private home or residence. A recent report from the Centers for Disease Control revealed that a significant percentage of food-borne disease outbreaks were traced back to food that had been prepared in the home.

Little Valley Positives

These positives are to reward students for their good behavior and hard work. Students' self-esteem increases when they see that their responsible behavior and control over self, has positive consequences. These include:

- Teacher recognition in the student's class.
- Birthday recognition.
- Character Education traits recognized.
- Grade level accomplishments and recognitions.

We want all our students to feel appreciated. It is our goal and desire that students will find the greatest reward of self-recognition in doing what is expected and doing great work.

“Education is the most
powerful weapon
which you can use
to change the world.”
Nelson Mandela

Student Dress Code

1. Purpose and Philosophy

The Board of Education of the Washington County School District recognizes that every student in the schools should have the opportunity to learn in an environment which is safe, conducive to the learning process, and free from unnecessary disruption. To foster such an environment the following policy establishes the framework for school dress and grooming.

2. Policy:

2.1. Students who attend the schools of Washington County School District are expected to come to school dressed and groomed appropriately for a learning environment and show respect for others by supporting the following dress and grooming standards. These standards are intended to insure that every school in the Washington County School District will be a safe place for each student to learn, free from physical or moral threats and free from intimidation by others, to include gangs and gang appearance.

3. Procedure:

3.1. Dress and Grooming standards:

3.1.1. The attire (apparel) and grooming of all students should be neat, clean and safe.

3.1.2. Students have the responsibility to avoid apparel that causes a distraction or disruption, interrupting school decorum and adversely affecting the educational process. Students must also avoid apparel that is offensive, represents a risk, or threatens student safety.

3.1.2.1. Printed apparel is acceptable only if it is in good taste. Any apparel displaying profanity, suggestive slogans, pictures or graphics, or promoting substances illegal for consumption by a minor, will not be allowed.

3.1.2.2. Clothes that are mutilated or immodest are not appropriate school wear. Dresses, shorts, skirts, shirts, and blouses should be modest in length and not revealing. (Tank tops, tube tops and garments that reveal undergarments may be considered revealing).

3.1.2.3. Hats are not to be worn in school buildings during regular school hours.

3.1.2.4. Any apparel approved for school wear should be worn in accompaniment with appropriate undergarments.

3.1.2.5. Footwear must be worn and should be safe and hygienic. Shoes, boots and sandals are considered suitable footwear.

3.1.2.6. Clothing attachments or accessories which could be considered weapons are not allowed.

3.1.2.7. Students have a responsibility to cooperate fully with clothing standards required for special classes (such as shop, home economics, laboratories, physical education) and special school activities.

3.1.3. Students have the responsibility to avoid grooming that causes a distraction or disruption, interrupting school decorum and adversely affecting the educational process. Students must also avoid grooming that is offensive, represents a risk, or threatens student safety. (Extremes in body piercings, hair styles and hair colors may be considered a distraction or disruption).

3.1.4. Gang behavior, apparel or grooming is not appropriate at school. (Reference Safe Schools Policy 2110)

3.1.4.1. As gang grooming styles and clothing continually evolve and change, the following prohibited items that have commonly denoted gang membership or affiliation are only representative of prohibited clothing. Additional grooming styles and apparel may be considered gang-affiliated, as identified in consultation with school officials and law enforcement authorities. Bandannas or any article of clothing or accessory bearing gang symbols, names, initials, insignia, or style of dress that indicates gang affiliation will not be allowed.

3.2. Consequences for violation of the Student Dress and Grooming Policy

3.2.1. A student in violation of the "Student Dress and Grooming Policy" may be sent home to make the changes necessary to be in compliance with policy. The student may return as soon as the required changes are made.

3.2.2. Students who dress or groom in a manner that demonstrates gang affiliation may be subject to suspension and/or expulsion.

3.2.3. Suspension from school may occur for continued disregard for the Student Dress and Grooming Policy.

3.3. Every school is to include the Student Dress and Grooming Policy in their student handbooks.

3.4. School employees are held to the same dress and grooming standards as the students.

Washington Co. Sc. Dist. Safe School's Policy

3.2. Grounds For Suspension And Expulsion:

3.2.1. A student may be suspended or expelled from school for any of the following reasons:

3.2.1.1. Frequent or flagrant willful disobedience, defiance of proper authority or \disruptive behavior; including the use of foul, profane, vulgar, or abusive language.

3.2.1.2. Willful destruction or defacing of school property;

3.2.1.3. Behavior or threatened behavior which poses an immediate and significant threat to the welfare, safety, or morals of other students or school personnel or to the operation of the school, including bullying, emotional, physical or sexual harassment (see policy 1425 on sexual harassment); (10-12-99)

3.2.1.4. Possession or use of pornographic material on school property. (H.B. 100- 4-30-07)

3.2.1.5. Possession, control, or use of an alcoholic beverage as defined in Section 32A-1-105 of the Utah Code;

3.2.1.6. Possession, control, or use of tobacco;

3.2.1.7. Behavior described in Section 3.2.2 which threatens harm or does harm to the school or school property, to a person associated with the school, or property associated with any such person, regardless of where it occurs.

3.2.1.8. Because of identification and association with gangs, the following will not be permitted on school campuses or at school activities: bandannas or any article of clothing bearing gang symbols, names, initials, insignia, or anything else that signals gang affiliation.

3.2.1.9. When a school official determines that time is needed to establish further facts of an act or series of acts of disobedience and misconduct disruptive to the learning process which may lead to suspension or expulsion from school.

3.2.2. A student shall be suspended or expelled from school for any of the following reasons:

3.2.2.1. Any serious violation affecting another student or staff member, or any serious violation occurring during school hours, including lunch/break time, in a school building, in or on school property, or in conjunction with any school activity, including:

3.2.2.1.1. Possession, control, or actual or threatened use of a real weapon, explosive, or noxious or flammable material;

3.2.2.1.2. The actual or threatened use of a look alike weapon with intent to intimidate another person or to disrupt normal school activities;

3.2.2.1.3. The sale, control, or distribution of a drug or controlled substance as defined in Section 58-37-2;

3.2.2.1.4. The sale, control, or distribution of an imitation controlled substance as defined in Section 58-37b-2;

3.2.2.1.5. The sale, control, or distribution of drug paraphernalia as defined in Section 58-37a-3.

3.2.2.2. The commission of an act involving the use of force or threatened force which if committed by an adult would be a felony or class A misdemeanor.

3.2.2.3. A student who commits a violation of section 3.2.2 above involving a real or look alike, weapon, explosive, or flammable material shall be expelled from school for a period of not less than one year.

School Wide Rules and Expectations

1. Be respectful
2. Be responsible
3. Keep hands and feet to self
4. Follow directions the first time
5. Be there Be ready

Inside Manners

1. Walk and use quiet voices in the building at all times.
2. During recess, students should not be in the building for any other reason unless with a teacher.

Assemblies

1. Sit flat on the floor.
2. Use good manners - quiet, attentive, clapping when appropriate (no booing, hollering, whistling). Ask only relevant questions when called upon by the person directing the assembly.
3. Entering and leaving the assembly will be done in an orderly manner. The person in charge of the assembly will direct the dismissal.

Lunchroom

1. Walk quietly to and from the lunchroom.
2. Put play equipment in the baskets at the door.
3. Use quiet voices in the lunchroom.
4. No sharing food.
5. Eat politely and throw away all trash and uneaten food.
6. Do not take food out of the lunchroom.

Outside

1. Play in designated areas. Soccer, football and kick ball on the grass or playing fields, four square and basketball on the black top.
2. Play in supervised areas. Students should not play in front of the school, near the dumpsters, the custodial shed, or within 20 feet of the portables.
3. No tackle games are allowed. Children should not “piggy back” on another child. No tumbling, no building pyramids, or other such games. Children should move counter clockwise on the big toy. Chasing games should be played on the big field.
4. Bouncing playground type rubber balls or tennis balls against the building (not around windows or doors) walls to play “wall ball”, etc., is permitted. However, bouncing basketballs or soccer balls or kicking any balls against the walls is not allowed.
5. The track should be used properly. Walk and run in a counter clockwise direction. Pass others carefully.
6. Trees are for beauty and shade. They are not for climbing, carving or swinging on.

Cell phone, Electronic Devices

1. Students may not use cell phones other electronic devices during the school day. This includes recess.
2. On first offense, the student will be reminded of the policy.
3. On second offense, the student will visit with the school principal

Play Equipment

1. Check out equipment from teacher. Students who do not return equipment or use it improperly will lose the privilege of checking out equipment.
2. Do not bring personal equipment unless teacher permission is given. Please put names on personal items.
3. The use of wood or metal baseball bats is prohibited. Only “safety” baseballs or softballs are allowed. No hard balls such as baseball and golf balls are to be brought to school.
4. Balls are to be kept off the roof, building, windows and doors.

General guidelines

1. Students should not arrive before 8:40 a.m. Breakfast will be served at 8:40 a.m.
2. This is a closed campus. Students should not be leaving school grounds for lunch unless special arrangements have been made with the school.
3. Leave toys at home. Problems arise when they are brought to school. This is a learning environment - toys disrupt and cause only problems.
4. **Motorized scooters and shoes with hidden wheels are not allowed at school.**
5. Bicycles and scooters should be walked on and off campus and walked across crosswalks. Bikes should be locked here at school. Remember that helmets help save lives.
6. We ask that all parents and visitors please check into the office when visiting. Also, when picking children up prior to school being out, please come to the office and sign them out – please do not go directly to their class. If older siblings are sent to pick up students during school, we need to hear from parents prior to them being picked up.
7. Treat others with respect. Never fight to resolve problems. Talk it out. If that doesn't help get an adult. Those who engage in fighting will be removed from the school.

Safety Guidelines for coming and going to school (for students and parents)

1. Students should stay on sidewalks and cross roads only at intersections. Remember to look both ways before crossing. Where available, students should use the intersections with crossing guards. If crossing guards are unavailable, students should use crosswalks.
2. Students should have a planned route to and from school that is discussed with parents. They should also have a planned alternative route in case of emergencies. Please review these with your children.
3. Parents please set the example. Please use the crosswalks instead of walking in front of or behind cars when walking through the parking lot. Please do not drive past the "**Do not enter**" signs. Park where your child can get to the car without crossing traffic. It is very congested in the front circle drive. Please do not leave cars unattended while at the curb of the school loading zone. Traffic flows smoothly if you will pull up at the curb to pick up while allowing through traffic to pass. **Please do not double park** in the front of our school – it is dangerous to our students. Also, we ask that you do not park or drive through where the busses are parked. This area is only for busses.
4. We do practice **Emergency Drills** on a regular basis. They include: **Fire drills, Lockdowns, Earthquake Drills, and Shelter in Place Drills.** We have recently been trained by the State and Local agencies to help us become more efficient. If you have questions regarding this, please visit with the building administrator or teacher.

School Safety Plans

Little Valley Elementary has safety plans and procedures in place in case of fire, “lockdown” emergencies, situations requiring that we “shelter in place”, and earth quakes. If any such emergencies were to happen, know that we will do all can to protect all of our students and staff members. Parents will not be allowed to pick up children until approved by proper authorities.

We are very concerned about the safety of your student/students as they walk or ride to school. Please take the time to talk to your child/children about these safety guidelines:

1. Stay on the sidewalk, not the street
2. Use the crosswalk to cross the street
3. Look for cars prior to entering the crosswalk
4. Wear a helmet when riding a bike or scooter
5. When going through the roundabout, don't take shortcuts.

Never play in or around the dumpsters on the playground! We never know when the garbage truck will come to empty the dumpsters.

Important Phone Numbers

Emergency Assistance 911

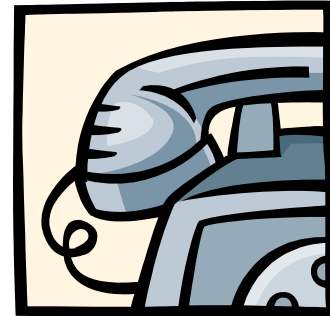
Dixie Medical Center	634-4000
Ambulance	634-5899
Poison Control Center	1-800-456-7707
St. George Police	634-5000
Southwest Center (mental health)	634-5600
Washington Co. Sheriff	656-6500

24 hour Emergency Care

Family Support Center	674-4111
Youth Crisis Center	656-6129
Dove Center	628-0458
To Report Child Abuse	652-2960

Community Human Resources

Adult Protective Services	1-800-371-7897
Bureau of Eligibility Services	674-3800
CASA volunteer program	627-0894
Child Abuse Prevention Center	1-801-393-3366
Childcare resource center	628-4843
Children's Justice Center	634-1134
Child Protective Services	652-2960
Community Gang Ed	986-9776
Community Resource Center	688-4123
Division of Child and Family Services	652-2960
Dixie Care and Share	628-3661
Family Violence Help line	652-2960
Fifth District Court	986-5700
Washington County Family Center	652-4725



WCSD District Policy 3260 - Rights of Privacy
District FERPA Notification

Washington County School District

IMPORTANT STUDENT AND PARENT RIGHTS
FERPA NOTIFICATION

The Family Educational Rights and Privacy Act (FERPA) and District Policy 3260 affords parents and students over 18 years of age ("eligible students") certain rights with respect to the student's education records. These rights are:

- 1)** The right to inspect and review the student's education records within 45 days of the day the School receives a request for access. Parents or eligible students should submit to the School principal or assistant principal a written request that identifies the record(s) they wish to inspect. The School official will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.
- 2)** The right to request the amendment of the student's education records that the parent or eligible student believes is inaccurate or misleading. Parents or eligible students may ask the School to amend a record that they believe is inaccurate or misleading. Such requests should be in writing and addressed to the school principal or assistant principal. It must clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading. If the School decides not to amend the record as requested by the parent or eligible student, the School will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.
- 3)** The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent. The following information may be disclosed without consent:
 - a)** Directory Information: The following information is designated as student Directory Information: Student's name, address (to include internet address), phone number, date of birth, grade level, extracurricular participation, awards or honors, photograph, video or digital images, height and weight (if a member of an athletic team), previous school attended, dates of attendance, and parent's name. "Directory Information" may be disclosed without prior written consent. The District will also routinely disclose names, addresses, and telephone numbers to military recruiters. Parents or eligible students will have two weeks from the beginning of the school year or date a student enrolls to advise the school district, in writing, of any and all items they refuse to permit the district to designate as directory information for the balance of the school year.
 - b)** School Officials: School officials with legitimate educational interests may also have access to records. A school official is a person employed by the School as an administrator, supervisor, instructor, or support staff member such as a bus driver (including health or medical staff and law enforcement unit personnel); a person serving on the School Board; a person or company with whom the School has contracted to perform a special task (such as an attorney, auditor, medical consultant, or therapist); or a parent or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.
 - c)** Other Schools: The School may disclose education records without consent to officials of another school district in which a student seeks or intends to enroll.
- 4)** The right to file a complaint with the U.S. Department of Education concerning alleged failures by the School to comply with the requirements of FERPA. The name and address of the Office that administers FERPA are:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW Washington, DC 20202-4605

Parent Communication

You may receive a **text, phone** or **email message** from the school informing you of an emergency at school.

Go to the district website for updates: www.washk12.org.

We may also use media such as TV or radio to update you.

Please do not call the school as it may interrupt the emergency response and recovery efforts there.

Students will be instructed to **not** use cell phones other than to send you a quick text message.

How will students be released?

1. QUICK RELEASE:
 The emergency may warrant a QUICK RELEASE (such as power shut down at the school).
Elementary and **Intermediate** level students will need to be picked up by their parents. You may pick up your child from your child's teacher at the child's outside classroom door and/or other designated areas. Please follow signage.
Middle school students may be released on their own if they have prior approval to do so.
High school students may be released on their own, depending on the circumstances. There may, however, be instances in which a student may not be allowed to remove a vehicle from the parking lot.

2. CONTROLLED RELEASE:
 The emergency may warrant a CONTROLLED RELEASE (such as school building has been damaged, crime scene).
 Follow signs to a Check-in area.
 Fill out a Parent Reunification card for each child & show photo ID.
 You will be directed to a Reunification area where your child will be brought to you.
 Please note that this CONTROLLED RELEASE may occur at a site other than the school.
PLEASE NOTE: Busses will probably not be running their regular routes.

In an Emergency When you hear it. Do it.



Lockout



Lockdown



Evacuate



Shelter

Lockout! Secure the Perimeter.

Students
 Return inside
 Business as usual

Teachers
 Bring students into the building
 Increase situational awareness
 Take roll
 Business as usual

Parents
 Check email, text & phone messages
 Do not call the school
 Go to www.washk12.org for updates
 No one will be allowed in or out
 Do not pick up student until notified
 Bring Photo ID

Lockdown! Locks, Lights, Out of Sight.

Students
 Move away from sight
 Maintain silence

Teachers
 Close your locked classroom doors
 Turn out the lights
 Move away from sight
 Maintain silence
 Wait for responder to open door
 Take roll

Parents
 Check email, text & phone messages
 Do not call the school
 Go to www.washk12.org for updates
 No one will be allowed in or out
 Do not pick up student until notified
 Bring photo ID

Evacuate! (Directions to Follow.)

Students
 Leave your stuff behind
 Form a line
 Hand in hand as directed

Teachers
 Lead evacuation to location
 Take roll
 Notify if missing, extra or injured students

Parents
 Check email, text & phone messages
 Do not call the school
 Go to www.washk12.org for updates
 Do not pick up student until notified
 Bring photo ID

Shelter! (Directions to Follow.)

Students
 Shelter types:
 1. For tornado
 2. For bomb
 3. For hazmat
 Shelter methods:
 1. Drop, cover and hold
 2. And seal **the room**
 3. In silence

Teachers
 Shelter type
 Shelter method
 Take roll

Parents
 Check email, text & phone messages
 Do not call the school
 Go to www.washk12.org for updates
 Do not pick up student until notified
 Bring photo ID



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Everyday Safety- Checking In & Checking Students Out

All visitors are required to **sign in** at the front office of any school in Washington County School District.

Photo ID is required to pick up a student at any time other than the regular dismissal time.

Students will be checked-out only to those adults who have prior approval from parents.

Make sure the school has your contact information, including **updated cell phone numbers**, and the contact information of those adults who have your approval to pick up your child.