

David C. Hinson Middle

Security Procedures

2020-2021

Dear Hinson Families,

Our school is continually training teachers, staff and students in Volusia County Security Certification Standards. This process is the basis through which David C. Hinson 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 Mr. Smith 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 David C. Hinson Middle's central admittance point for all visitors. Visitors with a valid purpose for being on the school campus will need to show a photo ID and sign in indicating their purpose and location while on campus. Each visitor will be issued a visitor's badge that must be worn at all times while on campus. Visitors on campus without an appropriate ID badge will be directed to the main office so that they may register. Identification badges are dated so they are only valid the day of issuance.

RELEASE OF STUDENTS TO PARENTS/GUARDIANS

Once in school, students are the responsibility of the Principal. Early release must be governed by a strict sign-out procedure that ensures the students' 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 I.D., if not personally known to the Principal or faculty member(s). Prior to release of any child the student's emergency card will be reviewed, this is done 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.

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

The above mentioned handbook is available online. You may request a copy of the handbook if you are not able view one on a computer. The contents of the handbook will be discussed with the students throughout the year.

Teachers and administrators explain and reinforce the importance of the Student Code of Conduct. Prohibited items are outlined for all students. This handbook also includes information about attendance, student medications, health services homework, student behavior on busses, use of electronic equipment at school and the prohibition of harassment.

HARRASMENT

David C. Hinson Middle has a supportive climate that appreciates racial, cultural and other forms of diversity. Through our “Bully Proofing 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 Hinson Middle we work to empower students with the knowledge of what to do in hostile situations.

PARENTAL NOTIFICATION AND STUDENT SAFETY

Schools have an obligation to notify parent/guardians of issues that may affect the students’ safety and well being. Statements or threats regarding suicide, gang activity, fear of harm from outside the school must be reported to the parent/guardian in addition to the appropriate law enforcement agency. If the issue involves other students or adults on campus, the principal will conduct an investigation and take appropriate measures to provide adequate safeguards.

POLICE, CHILDREN AND FAMILIES, DEPARTMENT OF JUVENILE JUSTICE

Schools must comply with Florida Statues regarding Police and Department of Children and Family interviews, while at the same time, protect students’ and parents’ rights. Under Florida Statutes, the Department of Children and Families have the right to interview and/or take a child into custody without the parent’s permission.

STUDENT SEARCHES

Searches, appropriately authorized conducted are an important part of the safety and security procedures for David C. Hinson Middle.

Searches of students are conducted when there is a reasonable suspicion that the student has contraband and is 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 parents/guardian prior to conducting a search. When there is reasonable suspicion to believe that a student is in possession of a weapon, the Sheriff’s Department will be contacted. The law enforcement officer will have jurisdiction and control over the search for suspected firearm or other dangerous weapons.

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

Hinson Middle staff and students have been practicing what to do in the event of an emergency such as a fire, bomb threat, intruder, hazardous materials/toxic spills on or near our campus. If it were necessary to evacuate the campus due to a crisis, all students, faculty and staff would be relocated to either **Advance Technology Center or Pathways Elementary School**. Notification will be by local news networks and district phone auto dialers.

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 MEDICATIONS

The school has a procedure that strictly controls the administration of medications to students. The nurse and only 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 school sponsored activities without the appropriate release forms. There are forms that must be completed by parents/legal guardians 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 legal guardian.

PARENT COMMUNITY

Parents and community leaders are invited to participate in meetings and discussions on the topic of school safety. School safety procedures are discussed at open houses, SAC meeting's, PTA meeting's and in school performances. Parent input is always welcome at Hinson Middle.

BUS LOOP

Parents May not use the bus loop during morning arrival and afternoon dismissal. As per State requirements only busses may use the bus loop during those times.

CODES

Please discuss with your children the different codes and what they mean.

Fire: When Alarm sounds, Remain calm, Listen carefully to directions and Follow evacuation routes and move quickly and quietly when directed.

Lockdown: Lockdown/Intruder/Activity Off Campus-Remain calm and quiet and Listen Carefully to verbal direction.

Active Assailant-RUN-HIDE-FIGHT: **RUN** (if safe to do so) to a safe area outside the building, away from the shooting and call 911. **Hide** Find a safe location (room), lock the door and turn off the lights and call 911. **Fight** the shooter as a last resort after all other options have been exhausted.

BOMB THREAT: Evacuation Remain Calm, Listen Carefully to Directions, Follow Fire Evacuation Procedures and Directions.

HAZARDOUS MATERIAL: Hazmat/Toxic Secure building from outside elements, Remain Calm and Listen carefully to directions.

SEVERE WEATHER-SEVERE WEATHER/TORNADO: Secure student and staff safety, Remain calm, Move quickly to main hall or assigned area, Listen carefully to directions and when needed assume protective position.

FIRE

Students are evacuated from their classrooms to the front and back of the school.

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 be instructed by a staff member to follow the security procedures we are implementing at a time of the emergency situation. Our goal is to make your experience at Hinson Middle a safe and enjoyable one. Please remember that your input is always appreciated.

PARENT DROP OFF AND PICK UP

In the AM and PM all parents will be expected to drive around the parent loop to drop off or pick up their child. The parking lot will be closed off to traffic flow unless you drive around to enter the lot at the south end. Vehicles entering the parking lot will be expected to park in one of the spaces not designated by markers. In the Pm each parent parked in the lot will need to exit their vehicle and walk over to the crosswalk to meet their child. To ensure the safety of all please observe the speed limit of **5 MPH** on campus.