

# **Read-Pattillo Elementary Safety and Security Procedures 2017-2018**

## SUPERVISION

Supervision is not available until 7:30AM. Please do not drop off your child before that time.

## BREAKFAST

Breakfast begins at 7:30A.M. The first bell rings at 7:45A.M. If students are not in their classroom by 7:55A.M. they will be considered tardy. Parents are welcome to eat breakfast with their child. They must check in and get a pass in the front office and then sit at the parent table in the cafeteria.

## VISITORS

All visitors must report to the office before entering our classrooms. Teacher and staff members will ask you to return to the office if you have not checked in. All visitors must wear visitor badges while on campus. Visitors must check out through the office and return their badges.

## 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/guardian requesting to have their child(ren) released prior to the close of the school day shall report to the office in Building 1. We request that there are no check outs after 1:30P.M. with the exception of emergencies. 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 member(s). Prior to release of any child the student's emergency card will be reviewed to ensure that nothing would prohibit the parent/guardian from receiving the student. Students may not be released to any other individual unless permission is given by the legal parent/guardian.

## DISMISSAL

Teachers will walk students to the buses and to the parent pick-up loop. Students who go home by car must be picked up in the car in the parent/family pick-up loop. Parents/guardians who pick up their students should stand by the pole with the grade level of their child, not in the middle of the sidewalk. This will assist the teachers in walking their class to the proper area and be able to dismiss in an efficient manner.

## BICYCLE SAFETY

Bike riders should wear a helmet at all times. They should ride on the right side of the road, in the same direction as traffic. They should respect all traffic lights and road signs (stop signs, ect.).

## BUS SAFETY

Bus riders should stay out of the road while waiting for the bus. They should wait for the bus to come to a complete stop and for the door to be open before approaching the bus. Students should sit in their assigned seats on the bus. They should not participate in "horseplay". They should follow the directions of the driver and the bus attendant.

## WALKER SAFETY

Students who walk home should work with their family to plan a safe route with as few street crossings as possible. They should cross only at appropriate areas. They should follow all street signs and traffic lights.

## ELEMENTARY SCHOOLS STUDENT AND FAMILY POLICY GUIDE CODE OF STUDENT CONDUCT AND FAMILY HANDBOOK

Each student receives the handbook mentioned above. Throughout the year the contents are discussed with all students. Teachers and administration explain and reinforce the importance of the Student Code of Conduct. Offenses and consequences are outlined for all students. Each student and parent signs an acknowledgement indicating that they have received a copy. The Read-Pattillo family handbook also includes information about attendance, student medications, health services, homework, student behavior on buses, and much more.

## EMERGENCIES AND DISASTERS

Read-Pattillo Elementary 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 either New Smyrna Beach Middle School, which is our primary evacuation location or Chisholm Elementary if NSBMS is unable to accommodate us.

### CODES

#### **Code Red - Lock Down**

Students are kept inside and away from all windows. Windows and doors are locked. Lights are off.

#### **Code Blue - Bomb Threat**

All students/staff/visitors are either evacuated to a safe location or sheltered in place depending on the situation.

#### **Code Yellow - Hazmat/Toxic**

Students are kept indoors with windows and doors closed.

#### **Code Green - Severe Weather**

Students are kept inside and away from all windows. Students are taught the "tuck and cover" position in case of tornado warnings.

#### **Fire**

Students are evacuated from their classroom to the front or back of the school.

### **STOPPING THE SPREAD OF GERMS**

There are basic rules to reduce the spread of germs and help your child stay healthier

Wash your hands when they are dirty and before eating

Do not cough into your hands

Do not sneeze into your hands

Do not put your fingers into your eyes, nose or mouth

Instead of coughing or sneezing into your hand, it is a better practice to cough or sneeze into the crook of your elbow or your shoulder.