

Brookside Elementary



School Information Handbook 2019 - 2020

750 East 400 South
Springville, Ut. 84663

PHONE #: (801) 489-2830; FAX#: (801) 486-2834

Lunch Phone #: (801) 489-2832

Website: <http://brookside.nebo.edu>

Welcome to Brookside Elementary!

We extend a warm welcome to students, parents, and families of Brookside Elementary, *Home of the Tigers*. We look forward to working with each member of our school community to achieve our school mission statement:

Dedicated to learning, guided by caring.

During this upcoming school year, working together as partners, we will ensure that all students will be cared for and learn at high levels. Thank you for your support for Brookside Elementary!

Brookside Elementary Calendar of Events

2019-2020

<u>Day</u>	<u>Date</u>	<u>Event</u>
Thursday	July 25	Online Registration Opens
Wednesday	July 31	Elementary Face to Face Registration Day
Friday	August 16	Open House 4-6 pm
Monday	August 19	School Begins for 1 st -6 th Grade
Monday-Friday	August 19-23	Kindergarten Assessment
Monday	August 16	Kindergarten Begins
Monday	September 2	Labor Day – No School
Thursday	September 12	Picture Day
Monday	September 16	School Development Day; School Dismisses at Noon; No PM Kindergarten
Tuesday	October 22	Picture Retake Day
Thursday-Friday	October 17-18	Fall Break – No School
Thursday	October 24	SEP Conferences
Friday	October 25	End of Term 1
Thursday	October 31	Halloween Parade
Wednesday-Friday	November 27-29	Thanksgiving Break – No School
Monday-Wednesday	December 23-January 1	Christmas Break – No School
Thursday	January 2	School Resumes
Thursday	January 9	SEP Conferences
Friday	January 10	End of Term 2
Friday	January 10	District Development Day – No School
Monday	January 20	Martin Luther King Day – No School

Monday	February 17	Presidents' Day – No School
Thursday	February 20	Spring Picture Day
Tuesday	March 10	School Development Day; School Dismisses at Noon; No PM Kindergarten
Thursday	March 19	Student Led SEP Conferences
Friday	March 20	End of Term 3
Friday	March 20	P/C Comp Day – No School
Monday-Friday	April 6-10	Spring Break – No School
Friday	May 15	Kindergarten Ends
Monday-Thursday	May 18-21	Kindergarten Assessment
Friday	May 22	Last Day of School – School Dismisses at 12:00 pm

Brookside Elementary Schedule

First – Sixth Grades

8:00-8:55 am..... Teacher Preparation Time
8:30 am..... Bus Arrival/Start Breakfast
8:55 am..... First Bell
9:00 am..... Tardy Bell/School Starts
10:15-10:30 am..... 1st-2nd Grade Recess
11:10-11:45 am..... 6th Grade Lunch
11:115-11:50 am..... 5th Grade Lunch
11:20-11:55 am..... 4th Grade Lunch
11:40 am -12:15 pm..... 3rd Grade Lunch
11:45 am -12:20 pm..... 2nd Grade Lunch
11:50 am – 12:28 pm..... 1st Grade Lunch
1:50-2:05 pm..... 3rd-6th Grade Recess
2:30 pm..... Dismissal on Mondays
3:15 pm..... Dismissal on
Tuesday-Friday
3:15-3:45 pm..... Teachers Available by Appointment

Kindergarten

9:00-11:15 am..... AM Kindergarten on Monday
9:00-11:35 am..... AM Kindergarten on Tuesday-Friday
12:05-2:30 pm..... PM Kindergarten on Monday
12:40-3:15 pm PM Kindergarten on
Tuesday-Friday

Crossing Guard Duty (Springville City Police)

8:20-9:10 am..... Monday-Friday
2:30-3:00 pm..... Monday
3:15-3:45 pm..... Tuesday-Friday

2018-2019

Brookside Elementary Faculty & Staff

Name	Assignment	Room
Dana Beckert	Principal	Office
Laurie Bills	Secretary	Office
Liz Porter	Assistant Secretary	Office
Kandice Antonino	Facilitator	Office
Tylene Shelley	Nurse	Office
Christina Broussard	Kindergarten (AM, PM)	15
Ann Gallagher	Kindergarten (AM, PM)	14
Dustin Anderon	First Grade	1
Melissa Nielsen	First Grade	11
Brylee Pickering	First Grade	8
Caroline Tautu	First Grade	10
Hannah Harmon	Second Grade	4
Becky Jorgenson	Second Grade	3
Darla Stapel	Second Grade	2
Megan Bird	Third Grade	17
Miranda Graves	Third Grade	16
LeAnn Andrews	Fourth Grade	24
Mary Jenn Bradford	Fourth Grade	21
Shelly Wright	Fourth Grade	23
Susie Bird	Fifth Grade	27
Tamara Smith	Fifth Grade	28
Kelly White	Fifth Grade	29

Elizabeth Bowns	Sixth Grade	32
Cassandra Crandell	Sixth Grade	34
Crissy Reini	Sixth Grade	33
Mijken Hall	Teacher -EEC	22
Katrina Espinoza	Technician -EEC	22
Kathy Hatfield	Technician -EEC	22
Jane Netcher	Technician -EEC	22
Jordyn McNab	SPED - Teacher	20
Breana Loveland	SPED - Speech	13
Ashley Rassmussen	SPED - Speech	13
Tammy Smith	SPED - Technician	20
Brenda Wesson	Psychologist	
Andria Lewis	Counselor	
Kallie Alexander	Planning Time - PE	
Michelle Fitzgerald	Planning Time -- Music/Drama	25
Jill Tolley	Planning Time - Art	26
Trisha Olsen	Librarian	Library
Sandra Lamb	Skills Coach	30
Denise Bishop	Intervention Technician	5
Lexi Hill	Intervention Technician	5
Lori Lewis	Intervention Technician	5
Rachelle McConnell	Intervention Technician	5
Janet Perkins	Intervention Technician	5
Kristin Rigtrup	Intervention Technician	5
Becky Williamson	Intervention Technician	5
June Lopez	District Instructional Coach	5

Myles Peterson	District Digital Coach	18
Haley Hales	District Keyboarding Teacher	East Computer Lab
Randall Jex	Custodian	
Dylon Sasser	Head Adult Sweeper	
Ben Updike	Adult Sweeper	
Heather Updike	Adult Sweeper	
Katie Porter	Student Sweeper	
Carsten Smith	Student Sweeper	
Kimberly Whitney	Lunch Department - Clerk	
Kerry Fulmer	Lunch Department	
Becky Treasure	Lunch Department	
Suzi Whiting	Lunch Department	

Parent Information

SCHOOL ATTENDANCE

School attendance has a direct impact on a student's level of academic achievement and educational success. It is expected that students will have consistent, punctual, daily attendance. In elementary school, it is primarily the responsibility of parents to encourage students to be at school daily and on time. Parents and school staff members share responsibility to make earnest and persistent efforts to resolve attendance problems.

SCHOOL AND PARENT RESPONSIBILITIES

School administration and personnel shall make earnest and persistent efforts to resolve attendance problems. Those efforts include, as reasonably feasible, the following:

- Each school shall notify students and parents of this policy and state law, (Utah Code Ann., §53A-11-101, et seq.) and any local school attendance and/or tardy policies and procedures. The Elementary Attendance policy can be found at <http://www.nebo.edu/pubpolicy/J/JDI.pdf>
- School personnel and teachers will monitor and record daily attendance of students. Teachers will report any concerns to the principal.
- The school will notify you daily if your child is absent. It is the responsibility of the parents to keep phone numbers current through the SIS system found on the parent link on the district website at <http://www.nebo.edu/parents/sis>
- A Concern Letter will be mailed to the parent of a student who has five (5) trancies during the current school year. The letter is to inform parents that his/her student has missed (5) days. The letter is also meant to request help from the parent to solve the attendance

- problem.
- If the truancies continue, a Notice of Compulsory Education Violation letter may be sent to the parent via personal mail or certified mail, whose student is at least six (6) years of age but younger than fourteen (14) years of age and who has ten (10) truancies during the school year.
 - Parents who fail to respond to a school's request for assistance and support in resolving attendance concerns may be referred for a Compulsory Education Violation to appropriate legal authorities in accordance to Utah law. Parents may contest the Notice of Compulsory Education Violation in accordance with due process procedures set forth in Section 10 of this policy.
 - School officials will meet with parents following the issuance of a Notice of Compulsory Education Violation. During the meeting, the parents and school shall consider the following in an attempt to solve the attendance problem:
 - Provide appropriate counseling services to the student
 - Make necessary and reasonable adjustments to the curriculum and/or schedule to meet the special needs of the student
 - Consider alternative proposals by parent (JDI-Elementary Attendance Page 5 of 7)
 - Enlist the assistance of community and law enforcement agencies as appropriate
 - Provide, upon request, a list of resources available to assist the parent in resolving the student's attendance problem
 - A parent who is referred to the appropriate legal authorities for a Compulsory Education Violation may, upon referral by the Utah County Attorney's Office, be given the option or alternative to participate in the Nebo Attendance Court program. It is expected that parents will fully comply with all terms, conditions, and directives imposed by the Nebo Attendance Court.
 - Parents shall cooperate with school authorities and make earnest and persistent efforts to resolve attendance problems. Those efforts include the following:
 - Parents must ensure that their student attends school as required by Utah law
 - Parents are required to timely notify the school when the student is absent for an excusable reason as set forth in this policy. When the parent knows the student will be absent for two (2) or more consecutive days, the parent should contact the teacher regarding missed assignments before the absence occurs
 - Parents are encouraged to communicate and/or meet with teachers and other school authorities in order to find solutions to attendance problems
 - Parents are also encouraged to monitor their own student's attendance by accessing the SIS through the district website at <http://www.nebo.edu/parents/sis> . Each school will provide access information and instruction to the parents.

ABSENCES/TARDIES

Whenever your student will be absent from school, please call the office by 9 a.m. and inform us of the absence. We will make "earnest and persistent" effort to resolve attendance and tardy problems. Nebo school district follows the state law, Utah Code Ann., §53A-11-101, et seq.

When a student is absent for 5 unexcused days a letter of concern may be sent from the

school. When a student is absent 10 unexcused days parents will receive a notice of compulsory violation. Chronic attendance problems excused or unexcused will be referred to the District Attendance Officer.

ACCIDENT AND ILLNESSES

Whenever an accident or illness occurs and is of a serious nature, we do everything within our power to contact a parent. If this is unsuccessful, we will notify your emergency contact person. Under extreme emergencies, when we are unable to contact these people, we will take the necessary steps for hospitalizing your child. Under no circumstances will we send a child home unless the parent or person listed as the emergency contact gives us permission.

ARRIVING EARLY AT SCHOOL

Students should not arrive at school earlier than 8:00 a.m. (60 minutes before school begins.) Students will be in a supervised location until 8:30 a.m. when students will be allowed to be in the hallways and go to breakfast. This procedure allows teachers needed time to prepare for the day. Bus students should come directly into the building as soon as their bus arrives. Bus students are responsible to catch their bus. The school building will be locked at 4:00 p.m. each afternoon.

BICYCLES, SCOOTERS, AND SKATEBOARDS

All bicycles and scooters are to be put in the bike rack within the compound on the eastside of building upon arrival at school. Please use bike locks to secure your items in the compound. The school will cooperate in investigation of theft or damage during school hours, but cannot be responsible for any stolen or damaged property. Bikes are not to be used during school hours. Students should walk bikes while on school grounds and use appropriate crosswalks. We ask that students push scooters and carry skateboards while on school property.

BIRTHDAY OR OTHER TREATS

Many parents are concerned with students having too many sweets at school. Utah State Department of Health regulations (R392-100-2 food care) prohibit the serving of homemade treats to children at school. If treats are brought to school for activities such as birthdays, class parties, special rewards etc., they should be commercially prepared items preferably individually wrapped in cellophane paper, a box etc.

BUS STUDENTS

Students who ride the bus will be supervised by faculty members once the bus drops them off in the morning and until the bus arrives to pick them up in the afternoon. Students are responsible to demonstrate appropriate behavior on the bus. Consequences may be issued by the bus driver or school if students are found to be negligent.

CELL PHONES AND OTHER ELECTRONIC DEVICES

Students are not permitted to use cell phones or other electronic devices during school hours unless invited by a teacher for academic purposes. We strongly discourage students from bringing these items to school for their protection. We do not want any student to lose or have electronics stolen while at school. We do understand cell phones for emergency purposes but use will be limited to just that or after school hours.

EXTERIOR DOORS WILL BE LOCKED

For safety reasons only the main front west entrance door will be unlocked during the school day. Anyone who enters the school during school hours must check in at the front office. The other exterior doors will remain locked during the school day. Parents who walk or drive their children to school are encouraged to have a meeting place pre-arranged with their students. We discourage parents walking their children to the classroom doors and picking them up at the classroom door.

FINANCIAL CONTRIBUTIONS TO SCHOOL

District funds are very limited. Your help is needed to offer an enriched educational program for our students. We ask for a \$25.00 donation per child at registration. Your generous contribution to Brookside school for any amount is appreciated. Your contribution is confidential, tax deductible, and important. All students will take part in every activity planned, regardless of donation.

HATS AT SCHOOL

In accordance with the Nebo School District Dress and Grooming Standards policy, hats and other head coverings may not be worn by students in elementary schools except as part of an approved school activity or event, for medical reasons, or as an exercise of a sincerely held religious belief.

IMMUNIZATIONS

Utah State Law requires all children enrolled in a public school to complete immunizations and have dates on file before admission to school. You will be asked to keep your child home until immunizations are complete.

LOST BUT NOT FOUND

To help return lost articles of clothing, etc., PLEASE put your child's name on everything he/she brings to school. Valuable and/or tiny articles are turned in to the office. Larger items are placed on the table opposite the auditorium. Lost articles that are not claimed by the last day of school before the Christmas holiday and the last day of school will be donated to a charitable organization.

LUNCHROOM

Rules of health and safety have been set up in the lunchroom to protect your child and to see that he/she has a pleasant experience at lunch. Our lunch is served after recess. Students go out to recess first then will be called in to sanitize hands and get their lunch. We have found that students come in hungry and ready to eat. Through this process we have reduced the waste because food is being consumed. Applications for free/reduced lunch are available at the school or online and must be returned and processed before students can receive free/reduced meals.

To receive additional information about our school lunch program, including the online payment system, PayPams, please visit Nebo School District Food Services at <http://www.nebo.edu/food-services> If you have any questions about student accounts or other lunch questions you may call Kimberly Whitney, our lunch clerk at 801-489-2832. Lunch Prices for 2019-20: Breakfast Prices: Student \$1.25; Adult \$1.50; Reduced \$.30

Lunch Prices: Student \$2.00; Adult \$3.00; Reduced \$.40

MAJOR DISASTERS

In the event of a major disaster affecting the entire community, students will be held at school and follow the appropriate emergency plan. All teachers and staff members will also remain at school to care for the students. Unless otherwise notified, we will release students only to parents, or adults listed on your SIS Contact information.

MEDICATION

It is the policy of the Nebo School District that all medication be administered to children by their parents at home. Only under exceptional circumstances, will a secretary or school nurse give children medication under appropriate regulations. An Authorization for Student Medication form (JHCD-P1) must be completed and signed by the parent and physician before any school employee will give medication of any type to a student. This form must be updated by the parent and doctor each year. Parents must also bring the medication to the school (not send it with the child) in an appropriately labeled bottle. They will then count the medication with an authorized school employee to verify the number of pills left at the school.

MONEY AND VALUABLES

Teachers cannot be responsible for a student's money and valuables. Therefore, we discourage students bringing pocket money to school, except for those times when there is a specific purpose. When you do send money (either cash or check) with your child, please send it in a sealed envelope with the following on the outside:

1. Child's name
2. Teacher's name
3. What the money is intended to be used for
4. Amount of money enclosed

PETS

Please do not permit pets to accompany or follow your child to school.

PHONE CALLS

Telephone use is limited to important calls as judged by the teacher or school staff. If students call home, it should be for reasons of illness or other emergencies. Calling home to get permission to go home with a friend is not considered an emergency. Students will not be called out of class to come to the phone other than for emergencies.

PLAYGROUND AND HALL SUPERVISION

Staff members are assigned supervision duty. Supervision before and after school will focus on the traffic areas, primarily parent drop-off /pick-up lanes and bus lanes. Staff members will supervise students on the playground during lunch break and recesses.

REWARD ACTIVITIES

Throughout the year, the school will provide four end-of-term reward activities for students who have successfully fulfilled requirements. These requirements include students:

demonstrating appropriate behaviors by not getting too many school behavioral tickets, returning all library books (if necessary, pay \$ for lost books), and completing classroom requirements. These opportunities have enabled the school community to recognize students for their commitment to excellence. We appreciate the support we feel from our school community as we work together to provide activities to recognize students' accomplishments.

SCHOOL COMMUNITY COUNCIL

Brookside Elementary has a School Community Council which meets monthly to discuss school related issues and coordinate efforts to meet those needs. The council is made up of school employees (elected), parents (elected), and the principal. If you have questions, issues, or concerns you would like discussed, please feel free to contact a member of the SCC.

STUDENT CHECKOUT

If parents need to pick up their children during school hours, they must come to the office and sign the checkout log. Parents are not permitted to go directly to the child's class to pick them up. The checkout process must be handled by the secretary in the office.

WEATHER

Children should arrive at school dressed for the weather of the day so they can safely and comfortably enjoy recesses. In winter months, children should remember to bring shoes to change into from their snow boots. All healthy children will be expected to go out for recess except in extreme weather conditions (low wind chill factor, severe rain or snow, etc.). If your child cannot participate in recess for health reasons, please send a note to this effect. If it is to be a prolonged indoor stay (longer than 3 days) please send a note from the doctor.

Brookside Elementary School Rules

<p>School-Wide Rules We show respect by:</p> <ul style="list-style-type: none"> ● Being courteous to self, others, and property in language and actions. ● Keeping hands, feet, and objects to self. ● Walking and talking quietly. ● Being where we're supposed to be. 	<p>Hallway Rules In the hallways, we show respect by:</p> <ul style="list-style-type: none"> ● Walking and talking quietly ● Using a hall pass. ● Treating building with respect. ● <i>Looking</i> at work hanging up.
<p>Assembly Rules During assemblies, we show respect by:</p> <ul style="list-style-type: none"> ● Entering and leaving the auditorium appropriately. ● Being polite and courteous. ● Showing appreciation appropriately. 	<p>Lunchroom Rules In the lunchroom, we show respect by:</p> <ul style="list-style-type: none"> ● Staying seated in our own place. ● Keeping hands to ourselves. ● Not making excessive noise. ● No running, throwing food, or playing games. ● Cleaning up area before leaving. ● Obeying lunchroom supervisors.
<p>Playground Rules</p>	<p>Restroom Rules</p>

<p>On the playground, we show respect by:</p> <ul style="list-style-type: none"> ● Using equipment properly. ● Playing safely in assigned areas. ● Obeying recess supervisors. ● Treating other students with kindness. 	<p>We show respect by:</p> <ul style="list-style-type: none"> ● Entering restrooms quietly. ● Using restrooms appropriately. (Go, Flush, and Wash) ● Leaving the restroom clean.
<p>Classroom Rules Established by individual teachers and their students.</p>	<p>Bus Rules We show respect by:</p> <ul style="list-style-type: none"> ● Following all bus rules established by the drivers. ● Waiting for the bus in an orderly manner.

All of our students have excellent behavior the vast majority of the time. Therefore, our main emphasis is to encourage positive student behavior through verbal reinforcement, positive recognition, positive contacts with home, etc.

Periodically, students choose not to follow school rules. These students will receive verbal reminders and/or warning, lose valued time, be placed in skill-building, receive a school behavior ticket (to be signed by parent), receive in-class or in-school suspension, and/or participate in a student/parent/principal conference. For severe infraction, the principal might work with parents to coordinate an out-of-school suspension.

Brookside Elementary Discipline Policy

Statement of Philosophy

A community can only thrive when individuals follow rules, respect other people's rights and act responsibly. We believe this can best be facilitated through the development of a mutually respectful and supportive relationship between teacher, student, and family.

Prohibited Acts By Students

Brookside Elementary School adheres to Nebo School District and State policies which prohibit certain student behaviors. These are reviewed each fall with the staff and students. District policies are available online on the district's website. They include, but are not limited to:

- Safe School Violations: Arson, Burglary, Stealing, Battery (fighting), Bullying, Criminal Mischief, Intimidation, Verbal Abuse, Damage to either Personal or School Property, Illegal Activities, Possessing Weapons or a Facsimile.
- Harassment: Harassment includes, but is not limited to the following:
 - Derogatory, demeaning, or offensive jokes, teasing, or comments of sexual nature.
 - Graphic remarks or sexual comments about an individual's body.
 - Sexually suggestive or obscene telephone calls, letters, notes or invitations.
 - Sexually suggestive or obscene pictures, cartoons, posters, or objects.
 - Grabbing, pinching, or touching of private areas.
 - Deliberate cornering, shouldering or bumping in hallways.
 - Sexual gestures, unwanted pats, or hugs, or any unwanted touching.
 - Any form of sexual threat, intimidation, or exploitation.
 - Spreading of sexual rumors.
 - Actual or attempted sexual assault, molestation, or rape.
 - Sexist remarks or gender-based stereotyping.
 - "Pantsing" male or female students, flipping up girls' dresses, etc.
- Drug Alcohol/Tobacco Offense
- Dress and Grooming Violations: All students are expected to conform to the standards of dress and grooming set forth by the district.

For additional information concerning these policies please see the Nebo District webpage at <http://www.nebo.edu/pubpolicy/>

Intervention Procedures

- When students violate a policy, appropriate interventions will take place according to individual classroom plans or school and district procedures.
- Behavior tickets will be issued to students by school staff members when behaviors are committed that violate school rules and policies. These tickets will serve to strengthen two-way communication between school and home as we work together to help students make appropriate choices and demonstrate appropriate behaviors.
- When a student receives a ticket, he/she will be expected to take a copy of the ticket home and have a parent sign it. The ticket must be returned to the school office within two school days. Our skills coach will keep track of the number of tickets a student receives. If a student receives more than two tickets in a term, or if a student does not return any ticket with a parent signature, the student will not be allowed to attend the reward activity at the end of the term. Students will receive a clean start to begin the new term. Our desire is for all students to meet the requirements to attend these activities.

- When severe discipline incidents occur, the child is immediately referred to the principal, parents are contacted, and the child is placed in a remedial or corrective discipline plan, which may include the following options:
 - School Behavior Ticket (to be signed by the parent and returned by student)
 - Counseling
 - In-school suspension (Skill Building or Detention)
 - Out-of-school suspension or home counseling
 - Parent conferences or parent attendance at school
 - Transfer to an alternative class or placement
 - Academic, behavioral or medical evaluations
 - A more restrictive educational setting
 - Actions determined to be criminal will be reported to the Pupil Services Department and/or law enforcement authorities.

Positive Recognition

Positive alternatives or rewards for students who are not causing discipline problems or who are making substantial improvements will be regularly provided.

Staff In-Service

Each staff member will receive in-service yearly on the school's discipline plan, classroom management, and crisis intervention.

EMERGENCY MANAGEMENT PLAN BROOKSIDE ELEMENTARY

In the event of an emergency at Brookside Elementary or near the school that requires school staff to take action, the following procedures will be followed.

All staff members and students will become familiar with the following emergency procedures through direct instruction, reviews, and regular emergency drills.

Building Evacuation (Fire and Other Hazardous Situations)

Premises Evacuation Procedures:

- Students will be led out of the building by the teacher using the primary/secondary evacuation routes.
- Teachers will account for all students. If a student is missing, the office staff will be notified to assist with locating the student.
- Classes will assemble in the primary (secondary, if required) premises gathering location.
- Information/directions will be provided by emergency officials and/or school administrators.

Off-Premises Evacuation:

- If situations/circumstances necessitate that students and staff be evacuated to an off-premises location, coordinated efforts will continue among school and district officials and staff, municipality authorities, and district transportation personnel to maintain student and staff safety and to ensure communication.
 - Primary Off-Premises Evacuation Location
Reams Supermarket
759 E. 400 S.
Springville, UT 84663

Secondary Off-Premises Evacuation Location
The Church of Jesus Christ of Latter-day Saints
555 N. 600 W.
Springville, UT 84663

Earthquake

Procedures:

- All students will get under desks and cover heads with hands and arms.
- Teachers will protect themselves by standing in a doorway or under a table. The teacher will continually assess the situation and will act in the best interests of all students.
- Students will remain under the protection of the desks until receiving the “All Clear” notification.
- If evacuating the building brings about increased safety, all students and staff will evacuate the building following the “Building Evacuation” procedures.
- Further instructions and information will be provided.

Lock Down

Procedures:

- Teacher shuts blinds, turns off lights, locks doors, and moves students to a section of the room where they cannot be seen from outside the room.
- If a student is missing or unaccounted for or an extra student is in the room, the teacher will notify the office staff, and the names of missing/additional students will be shared. The office secretarial staff will work to identify the location of all students and report back to teachers.
- The principal and custodian will contact the authorities and address the situation which necessitated the lock down.

Lock Out

Procedures:

- Staff members quickly survey the grounds outside the classroom and help any student into the building. All outside doors will be locked.
- Teachers take roll and report any missing students to the office.
- Teaching and learning will continue as we protect students from danger in the general vicinity of the school until the danger is no longer apparent.