Miles City Public Elementary School District
Parent and Student Handbook

2026-2027

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After reading through the handbook, please sign & return the forms on the last page to your child's teacher.

Garfield Elem
1015 Milwaukee
234-4310 (ph)

Highland Park
717 S Earling
234-3890 (ph)
234-3892 (fax)

Lincoln Elem
210 S Lake
234-1697 (ph)

Dear Students and Parents:

Welcome! We are looking forward to another exciting and educational year and we hope that you are, too! We hope that you had a safe and fun summer and are ready to start back into the school year!

We would like to extend a special welcome to all new students and their parents. If you have questions about anything, be sure and ask a teacher, the secretary, or principal. Someone will help you with whatever you might need!

This handbook will help you become familiar with the school, the staff, and our rules and procedures. Please take time to read through this handbook and let the principal know if you have any questions.

We hope that you have a successful, productive, and positive school year. If we all work for this, it will happen!

Sincerely,

Wendy Deming
Garfield Principal

Brittany Kiel
Lincoln Principal

Maria Schock
Highland Park Principal

FERPA (Pay special attention to last paragraph)

The Family Rights and Privacy Act (FERPA) affords you, the parents, certain rights with respect to your child's education records. These are:

1) The right to inspect and review your child's education records within 45 days of the day we receive a request for access. If you wish to do this, you should submit to the principal a written request that identifies the records(s) you wish to inspect. The principal will make arrangements for access and notify you of the time and place where the records may be inspected.
2) The right to request the amendment of your child's education records that you believe are inaccurate, misleading, or otherwise in violation of your child's privacy rights under FERPA. If you wish to ask us to amend a record, you should write the principal, clearly identify the part of the record you want changed, and specify why it should be changed. If we decide not to amend the record as requested by you, we will inform you of the decision and advise you of your right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to you when notified of the right to a hearing.
3) The right to consent to disclosures of personally identifiable information contained in your child's education records, except to the extent that FERPA authorizes disclosure without consent. One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interest. A school official is a person employed by the school as an administrator, supervisor, instructor, or support staff member (including secretarial, counseling, health, or medical staff and law enforcement unit personnel); a person serving on the school board; a person or company with officials (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. Upon request, the school discloses education records without consent to officials of another school district in which your child seeks or intends to enroll.
4) The right to file a complaint with the U.S. Department of Education concerning alleged failures by the Miles City Elementary School District, 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 20202-5920

We do have the right to disclose directory information from education records without your consent to other educators and government agencies. We also have the right to provide directory information to others who may need it. Directory information includes information such as your child's name, dates of attendance, grade level, honors and awards, participation in school activities, and pictures. (For example, this allows us to send The Star the Honor Roll, put your child's picture in the yearbook, give class lists to students for valentines, etc.) **As a guardian, you may request that none of your child's directory information is ever released (this excludes educators and government agencies) by completing the form in the back of the supplement.**

VISITORS

We welcome and encourage you to visit our school. To ensure an efficient and safe school, whenever you enter the building, for any reason, you must report to the office and sign in.

ATTENDANCE

Daily attendance is essential in order to maximize the educational benefits of school. Students need to be present for teacher-led instruction to benefit from the continuity of ever-more complex instruction and sequential learning experiences and to participate meaningfully. We ask that you avoid taking your child out of school for appointments, trips, and vacations. We ask you to work closely with the teacher when assistance is needed. Please schedule all medical and other appointments outside of school time whenever possible. We ask that you be knowledgeable of the makeup policy in each of your classes. If you have issues with attendance, let a teacher, counselor or principal know so we can help.

Chronic absenteeism is defined as ten or more days per semester. Chronic absenteeism may result in requests for medical verification, recommendations for after-school tutoring and/or summer school, mandatory Friday School, referral to the School Resource Officer or referral letter to the County Attorney, and/or possible retention (see Retention/Promotion Procedure).

Steps to follow addressing absences:

1. The Office needs to be notified of absences. Students' parents/legal guardians should call into the Office the morning of the student's absence **by 8:30 am.**
2. Parents and students have the responsibility of collecting work that was missed because of the absence, and bringing it back upon their return.
3. A parent/legal guardian is encouraged to call in advance when the absence is planned.

Procedures:

- Attendance is taken in the morning and again in the afternoon. Your child's attendance is recorded on the quarterly report card. If your child is not in school by 10:00 am, he/she is marked absent for the morning. If your child is not in school by 2:00 pm, he/she is marked absent for the afternoon.
- For safety issues, if you do not call the school and cannot be reached to confirm your child's absence, the police department or SRO may be called to do a wellness check at your home.
- If your child needs to be dismissed from school early, please send a note or call into the office. To assure your child's safety, we do not release your child to other adults without proper notification from you.
    - A parent or designated adult must follow the school's check-in or check-out procedures.
- If your child does not feel well or is running a temperature of at least 100 degrees, you will be called to pick him/her up. If your child is running a temperature of 100 degrees or higher, your child should not be sent back to school until the temperature is below 100 degrees for at least 24 hours while not on medication.

- Please do not endanger the health of others by sending your child to school when he/she is sick. Generally, if your child is too sick to go outside for recess, then he/she should not be sent to school.

DEFINITIONS:

Excused Absence (E): This is an absence that has been verified by parent/legal guardian. Excused absences count toward the ten day absence limit. All absences must be verified within three days by phone or a note from parents/guardians to the office.

Unexcused Absence: This is an absence that has not been verified by parent/legal guardian.

Medically Excused Absence (M): This is an absence for medical reason or appointment. Medical absences do not count toward the ten day absence limit if students present a written verification from the medical staff or facility.

Tardy (T): The arrival of a student after attendance has been taken.

Truancy is defined as the persistent unexcused absence for all day or the persistence absence for at least one hour of any school day. Habitual truancy is defined as 9 or more unexcused absences in one school year. (See Policy 3123)

TARDY PROCEDURES

It is your responsibility and your child's responsibility to ensure that your child is at school at the scheduled time. Please call the office when your student will be late for school. The following procedures will be followed if your child arrives after 7:45 am.

- Students will be marked tardy from 7:45-10:00 am. After 10:00 it will count as an absence.
- Students need to check in with the office when arriving at school late.
- Students with excessive tardies may be required to serve time after school or attend Friday School to make up for the instructional time they have missed. Additionally, the School Resource Officer, Department of Family Services, and/or the County Attorney may be notified of any student who has excessive tardies.

TOBACCO/DRUG FREE CAMPUS

All elementary schools and their campuses are tobacco, vapes, look-alike pouches (i.e caffeine pouches), and drug free for both students and staff.

SUPERVISION OF STUDENTS

Playground and breakfast supervision begins at 7:30 a.m. Students may be dropped off between the times of 7:30 and 7:45 a.m. If they are dropped off after 7:45, they must use the front office door. We cannot be responsible for your child if he/she arrives before 7:30.

Students are required to leave the playground within 15 minutes after they are released for the day.

ADDRESS & EMERGENCY CONTACT NUMBERS

The school should be notified if your child's address or phone number changes. The name of a neighbor or relative who might be contacted if your child is ill and you cannot be reached should be given to the school also. All information should be kept current.

CHILD CUSTODY

In most cases, when parents are divorced, legally separated, or have never married, one parent is designated by the court as the custodial parent. ***If you are the custodial parent, the noncustodial parent has the right to access the child's records, receive any pertinent school information regarding the child, and have contact with the child on school property unless there is a court order limiting these rights. In this case, you need to give a copy of the court order to the principal to keep filed in the office.***

PHONE MESSAGES

Phone messages will be delivered to students and teachers when necessary and appropriate. There is only one phone line, and we cannot handle a large number of last minute calls for messages to students. Please plan ahead.

BIRTHDAY PARTY INVITATIONS

We strongly discourage having your child hand out party invitations at school. There is no good way to explain to a youngster why he/she didn't receive an invitation and feelings get hurt very easily and needlessly. If invitations are distributed after school or in the evenings, it is less obvious to those not receiving one.

PARKING, BUS ZONES, HANDICAP ZONES,

Please remember to be courteous when driving, parking, and waiting for your child after school. We know that you want to pick up your child and be gone as soon as possible, but please remember to be safe and watch out for other children at all times. **Please do not stop in the middle of the street to drop off or pick up your child or you may be ticketed.** Pull over to a curb and direct your child to the nearest crosswalk.

Do not park in the school bus or handicapped zones. These are marked by signs and painted blue or yellow curbs and are ONLY for bus parking, loading and unloading buses, hot lunch loading and unloading, or handicapped parking.

Remember the speed limit in all school zones is 15 M.P.H.

LEAVING SCHOOL GROUNDS

Montana state law indicates clearly that your child is subject to the control and authority of the teachers, principal, and district superintendent while he/she is in school or on school premises. Therefore, we do not allow your child to leave school during school hours without your permission and do not accept the responsibility for students who leave school grounds without your permission.

LOST AND FOUND ITEMS

Lost and found items are placed in a designated area for a reasonable time so that they can be reclaimed. PLEASE help out by checking the entryway periodically for lost items and by clearly marking your child's property and possessions.

HEAD LICE POLICY

In the interest of health and welfare of students enrolled in the District, no student will be permitted to attend classes with the general population if they are infested with head lice. The student found with head lice is to be kept out of school until he/she is treated and hair is free of lice and eggs. Although eggs (nits) cannot spread to other children, they may hatch in 2-3 days and would immediately become communicable. A child may return to school after being successfully treated so that no live lice are present.

Parents or guardians will be informed of lice infestation by a letter that explains the problem, lists the procedures for treatment and requirements for reentering school. Every attempt will be made to contact parents or guardians immediately upon discovery of head lice. Parents will be asked to come to school to pick up the student and begin treatment immediately.

If this is the second occurrence, a note from a medical professional will be necessary for a child to return to school. (Policy 3420)

EMERGENCY MEDICAL TREATMENT AND INFORMATION

- If a student has a medical emergency at school or a school-related activity and the parent cannot be reached, the school will need to have written parental consent to obtain emergency medical treatment and information about allergies to medications, etc. When a parent or guardian cannot be reached, and it is the judgment of a principal or other person in charge that

immediate medical attention is required, an injured student may be taken directly to a hospital and treated by a physician on call. **Expense for transportation and physician is the responsibility of the parent or guardian.** Once located, a parent or a guardian is responsible for continuing treatment or for making other arrangements.

- Therefore, parents are asked each year to complete the emergency care information requested on the student information card. Parents are required to keep emergency care information up-to-date (name of doctor, emergency phone numbers, allergies, etc.). Please contact the office to update any information.

COMMUNICABLE DISEASES / CONDITIONS

To protect children from contagious illnesses, students infected with certain diseases are not allowed to come to school while contagious. Parents of a student with a communicable or contagious disease should phone the secretary or principal so that other students who **may** have been exposed to the disease may be alerted.
These diseases include, but are not limited to:

- Amebiasis
- Campylobacteriosis
- Chickenpox
- Chlamydia
- Colorado Tick Fever
- Diphtheria
- Gastroenteritis
- Giardiasis
- Hansen's disease
- Hepatitis
- Influenza,including congenital
- Lyme disease
- Malaria
- Measles (Rubeola)
- Meningitis
- Mumps
- Pinkeye
- Ringworm of the scalp
- Rubella (German Measles),
- Salmonellosis
- Syphilis
- Scabies
- Shigellosis
- Streptococcal disease, invasive
- Tuberculosis
- Whooping Cough (Pertussis)

(Further information may be found at policy 3417 in the District's Policy Manual.)

MEDICATION AUTHORIZATION

It is recommended that all doses of medications be given at home by you. If your child must be given medication at school, please contact the principal or school secretary.
(Further information may be found at policy 3416 in the District's Policy Manual)

MEDICAL PROBLEMS

If your child suffers from acute asthma, allergies, diabetes, or some other ailment that might affect his/her performance in school, please note this on your child's student information card and notify the secretary and teacher so that proper steps can be taken to insure your child's well-being in school.

IMMUNIZATIONS

The 1989 Legislature passed the immunization laws for Montana schools. This law requires that all school children attending public or private schools be immunized against preventable childhood

diseases, including measles, rubella (German measles), polio, diphtheria, pertussis (whooping cough), and tetanus. Exemptions are allowed for medical reasons. Religious exemptions are allowed only after the form from the state is completed, signed, and notarized. This form must be filled out on a yearly basis. Your child is not allowed to register or attend school until the requirements are met. When your child turns 13 years of age, he/she must have two doses of MMR.
The Board of School Trustees' policy requires that your child be immunized. Free or minimal cost immunization shots are given at any time by the County Health Department.

CONFERENCES

Parent-teacher conferences are held twice a year. **We strongly urge you to attend.** Conferences are important because they facilitate open communication, partnership, goal setting, and early intervention to support student success. We encourage you to visit the school and are happy to schedule conferences with you.

FINES

Students are responsible for the proper care of textbooks, library books, and other school materials. Students must pay for lost or damaged materials. The amount of the fine is determined by the cost and/or damage of the materials affected. In cases where the damage is so extensive that the material can no longer be used, the full price will be fined. All materials given to your child must be returned at the end of the year or when your child leaves the school.

HOT LUNCH/BREAKFAST PAYMENT POLICY

If your child eats hot lunch or breakfast, please make sure that your child's meal account always has money in it. If you need to know the status of your child's account, you may either call the school or check Infinite Campus. If your child's account is either low or overdrawn, please send money (either in the mail or with your child) immediately. If your child's account becomes empty or overdrawn, you will receive a notice and/or call from the school to inform you of this so that it may be taken care of immediately.

If there are extenuating circumstances that make it hard for you to pay for your child's meals in a timely manner, please call either the secretary or the principal and we will try to make workable payment arrangements.

HOT LUNCH		BREAKFAST	
Full price:	$3.90	Full price:	$2.10
Reduced price:	$ .40	Reduced Price:	$ .30
Adult price:	$ 5.75		
½ pint milk price:	$0.50	½ pint milk price:	$0.50

DRESS CODE

- The appearance of any young person is primarily the responsibility of that individual and his/her parents.
- Students should be dressed according to the weather, NOT the date on the calendar. Please see your school's supplemental handbook document for more specific information.
- **Students go outside for recesses if the temperature, with the wind chill factor, is 0 degrees or higher so please make sure your child is dressed appropriately for the weather.**
- The principal has the responsibility for determining appropriateness of clothing. If your child is not in compliance with these guidelines, you may be called to bring appropriate clothing for your child to change into.

FIELD TRIPS

During the school year, your child may have the opportunity to participate in field trips. Whenever your child's teacher or the school plans a field trip, you will be notified about the field trip–time, date, place, etc. **In order for your child to participate in each and every field trip, you need to sign the Field Trip Permission Slip on the last page of the booklet and return it to your child's teacher.** Your signature on the Field Trip Permission Slip allows your child to participate in ALL field trips unless you call your child's teacher and tell her that you do NOT want your child to participate in a particular field trip.

UNIFORM COMPLAINT PROCEDURE

If you have concerns about a classroom matter, please visit with the teacher first. If the matter cannot be resolved, then please visit next with the principal. If you have concerns about a school matter, please visit with the principal first. If any matter cannot be resolved after visiting with the principal, you will be asked to follow the complaint procedure outlined in School Board Policy 1700. A copy of School Board Policy 1700 is available from the office.

CELL PHONES, SMART WATCHES, BIKES, TOYS, ETC. AT SCHOOL

Problems arise each year because students bring articles which are hazardous to the safety of others or interfere in some way with school procedure. Items such as Pokemon cards, laser pens, lighters, matches, toy guns, water guns, pocket knives, pets, etc. should not be brought to school and may be confiscated. Any item (including fidget spinners and sensory items) that become a distraction, to your students or others, in the learning environment may be confiscated. **Cell phones, smart watches, cameras, and video recorders, and other smart devices may be brought to school, but can NOT be turned on during school hours of 7:30-3:45 without permission from the principal.** If they are not kept turned off, they will be confiscated. If they are used to take or share obscene, pornographic, lewd, or otherwise illegal images, the police may be called to investigate. Confiscated property is given to the principal and may be returned to you, the parent, at the end of the day or the end of the school year.

Scooters (non-electric), bikes, and skateboards are allowed, but must be stored in the designated areas and must not be ridden on school property.

NON-DISCRIMINATION

Miles City Public Schools are non-discrimination, equal opportunity facilities. The district provides equal educational opportunity and treatment for your child without regard to race, creed, national origin, sex, parents' marital status, previous arrest or incarceration, or non-program related physical, sensory or mental handicaps. Equal opportunity and treatment is afforded to your child if he/she desires to participate in extracurricular activities.

RETENTION/PROMOTION PROCEDURE

Per policy, school personnel make every effort to place your child in a classroom environment where your child may achieve optimum success as a learner. The principal carefully considers physical maturity, social maturity, chronological age, mental maturity, attendance, and achievement before assigning your child to a specific grade level and teacher. You, your child's teacher, and any other persons involved in your child's education are asked for input, **but the final determination for placement is made by the principal.**

GRADING SYSTEM

Infinite Campus

Infinite Campus is an online platform allowing you to see your student's current grades, attendance, meal account balance, and other relevant information.

Bullying

Bullying/Cyber Bullying/Intimidation/Harassment: Students who demonstrate harassing or intimidating behavior, or use derogatory remarks, towards others will be subject to corrective actions. Students will be warned of the behaviors that are unwanted. The behaviors will need to cease immediately. Although harassment and intimidation can be defined differently by different people, the following criteria will be considered in our district to distinguish Harassment and Intimidation.

1) Imbalance of power: this can be an imbalance due to physical size, age, socially recognized, a perceived imbalance, or a psychological imbalance.
2) Repeated: the action has continued after the offender has been informed that the action is unwanted and should cease.
3) Both parties (groups) were not enjoying the actions.
4) The intent of the action was to humiliate one person, party.

including claims of "joking" or **Slurs: Use of derogatory terms targeting individuals based on race, ethnicity, religion, disability, sexuality, etc. will not be tolerated.**

First offense: Official, documented warning and conference with student, parents notified

Second offense: OSS
Continued offenses may result in the recommendation of expulsion to the School Board

SUSPENSION

This discipline tool will be used only in extreme cases. Your child will have to willfully, blatantly, or continually disregard his/her own safety and/or the safety of others, or willfully, blatantly, or continually disregard Montana, District, or School laws, rules, and regulations. It is the philosophy of the administration to use suspension as a last resort.

If your child has reached the point of in-school suspension (ISS), every effort will be made to notify you before the suspension begins. If the situation requires that in-school suspension is necessary for the safety of your child or other students, your child will be placed in in-school suspension immediately and then every effort will be made to contact you as soon as possible. If your child has reached the point of out-of-school suspension (OSS), you will be notified regarding the date, length, and reason for the suspension and asked to come get your child.

As always, if you have any questions or concerns regarding suspensions, you are encouraged to contact the principal. (Further information may be found at policy 3300 and 3300P in the District's Policy Manual.)

Threaten to Kill

A student who threatens his/her life or the life of another student or the life of school personnel, will be suspended from school until an evaluation relating to the probability or potentiality for violence is completed.

SECTION 504

It is the intent of the District to ensure that students who are disabled within the definition of Section 504 of the Rehabilitation Act of 1973 are identified, evaluated, and provided with appropriate educational services. For those students who need or are believed to need special instruction and/or related services under Section 504 of the Rehabilitation Act of 1973, the District shall establish and implement a system of procedural safeguards. The safeguards shall cover students' identification, evaluation, and educational placement. This system shall include: notice, an opportunity for the student's parent or legal guardian to examine relevant records, an impartial hearing with opportunity for participation by the student's parent or legal guardian, and a review procedure. **Parents who feel their child may qualify for a 504 should contact the building principal to initiate an evaluation.** (Further information may be found at policy 2162 and 2162P in the District's Policy Manual.)

SPECIAL EDUCATION

The District will provide a free appropriate public education and necessary related services to all children with disabilities residing within the District, as required under the Individuals with Disabilities

Education Act (IDEA), provisions of Montana law, and the Americans with Disabilities Act. For students eligible for services under IDEA, the District will follow procedures for identification, evaluation, placement, and delivery of service to children with disabilities, as provided in the current *Montana State Plan under Part B of IDEA*. **Parents who feel their child may qualify for Special Education services should contact the building principal to initiate an evaluation.** (Further information may be found at policy 2161 and 2161P in the District's Policy Manual.)

SECURITY CAMERAS AND VIDEOTAPING OF STUDENTS

The District uses video cameras on District property to ensure the health, welfare, and safety of all staff, students, and visitors to District property, and to safeguard District facilities and equipment. Video cameras may be used in locations as deemed appropriate by the Superintendent. Students in violation of Board policies, administrative regulations, building rules, or law shall be subject to appropriate disciplinary action. Others may be referred to law enforcement agencies.

Video recordings may become a part of a student's educational record. The District shall comply with all applicable state and federal laws related to record maintenance and retention.

WEAPONS AND DANGEROUS INSTRUMENTS

If your child knowingly possesses, transmits, or uses any object that can reasonably be considered a firearm or a dangerous instrument in any school building, or on any school premises, or on any school bus or vehicle, or at any school related activity, event, or function, your child may be suspended from school and may be ordered to appear at a hearing with the Superintendent to determine disciplinary action. Pending the outcome of the hearing, the Superintendent may recommend expulsion of your child to the Board of Trustees. (Further information may be found at policy 3311 in the District's Policy Manual.)

CHILD ABUSE REPORTING

When school staff has reasonable cause for suspicion of neglect or abuse, it is mandatory that the school staff report this suspicion to the Department of Family Services. It is recommended that the school staff inform the principal and/or counselor about the report, but not required. Reporting is done in a confidential manner to respect the privacy of those involved. Parental notification of this reporting does not need to occur. (Further information may be found at Legal Reference 41-3-201, MCA Child Abuse Reporting.)

RECESSES AND WEATHER

Weather conditions, such as sub-zero temperatures and wet conditions, may place students' health or safety in jeopardy. When weather conditions may jeopardize a student's health or safety, the principal will exercise the right to make changes to recess times and locations. **Students go outside for recesses if the temperature, with the wind chill factor, is 0 degrees or higher.**

SCHOOL ZONES

Numerous studies support investing in smaller class sizes to promote optimal learning experiences, especially for primary (K-2) and intermediate (3-5) students. In an attempt to minimize class sizes, whenever possible, students are assigned to schools using the following criteria:

1. Students who live within the school district's boundaries are assigned to the neighborhood school closest to their place of residence.

2. Students who live outside the school district's boundaries are assigned to one of the district's school, depending on the student's home address, needs, siblings, safety, and previous in-district placements.

Due to various reasons (moves, requests, etc.), students do not always stay in their assigned schools. When this happens, the administration may determine that it is in the best interests of the student and school for the student to be assigned to another school. Every effort will be made to limit the number of times a student is reassigned to no more than two times.
If you have any questions about the school your child is assigned to, please contact your child's principal.

INTERNET RESOURCES

All use of electronic networks shall be consistent with the District's goal of promoting educational excellence by facilitating resource sharing, innovation, and communication. These procedures do not attempt to state all required or proscribed behaviors by users. However, some specific examples are provided. The failure of any user to follow these procedures may result in the loss of privileges, disciplinary action, and/or appropriate legal action.
*This material is covered in the Internet/Network agreement all students sign.
**For a complete explanation of all rules/laws, see Miles City Unified School District Board Policy 3612 and 3612P.

STANDARD RESPONSE PROTOCOLS

LOCKDOWN

1. Be alert and assume there is an active threat.
2. Gather students close by in the halls if time allows, lock your doors and barricade your doors.
3. Shut blinds and get away from doors and windows.
4. Spread out around the room but away from entry points with distracting devices in hand (i.e. stapler, water bottles, books etc.), and remain quiet.
5. Listen for "specifics" over the intercom regarding threat.
6. Phone calls to the school will not be answered. The police will communicate with the school through an administrator's (or specific designee's) cell phone.

7. Only the police or an administrator give permission to end a lockdown.
8. NO ONE will be allowed to enter the building.
9. Teachers, keep your cell phone (if able) for communication. Please do not text or call parents or anyone outside of the school.
10. Do not allow students to use their cell phones.
11. As soon as the situation and circumstances allow, School Messenger will be used to send parents information about the release of students, the situation, etc.

** Create an “emergency plan” if you need to exit the building IMMEDIATELY. This would not be a fire drill, but in the case of an immediate threat where the evacuation of your classroom is necessary.

EVACUATION

1. If the school grounds have to be evacuated, students will be walked to an alternate location.
2. Parents will be notified of the student release procedure as soon as the situation and circumstances allow.
3. Students should leave via their fire exit unless notified otherwise.

SHELTER IN PLACE

1. We can move about freely in our building.
2. All doors are locked in the building and identification/purpose required to gain entry.
3. Please keep classroom doors shut and locked
4. All students may not leave the building.
5. Administration will contact bus drivers/lunch drivers regarding their course of action.
6. If a threat is active at lunchtime, we keep the students and order lunch in.
    a. Students will get lunch and eat in their class.
    b. We may have to serve lunch in those classes.
    c. If we go into a shelter in place during lunch, teachers who are in the building will be asked to go and monitor the nearest door.
7. Please do not answer texts or text parents. We do not want to escalate the situation.
8. We will tell students and teachers over the intercom that we are in a shelter in place.
9. School Messenger will be used to alert parents.
10. Students will not be released at the end of the day until the shelter in place is over, unless a parent comes to pick them up in person.
11. Away activities shall not load the bus until the shelter in place is over. Contact will be made with the opposing school to let them know the situation.

HOLD IN PLACE

1. The type of lockdown in the event of drug dogs present, medical emergency, etc.
2. Keep all students in class until notified otherwise through intercom.
3. Do not let students use the restroom, go to recess, etc.
4. Students just getting to school will be walked to their class by a staff member.

Signature Page
(please return this page ONLY to the office)

Parent Signature: _____

Parent Printed Name: _____

Student Signature:_____

Student Printed Name: _____

Classroom Teacher: _____ Date:_____