

Tuesday Take-Home
Deep Creek-Damascus K-8 School Weekly Newsletter
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Barb Keeton, Principal

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UNMET STUDENTS PROTOCOL

School districts, Child Welfare, and law enforcement developed the following process to for children who aren't picked up at the end of the school day or following after school programs.

In most cases students aren't picked up because of miscommunication or forgetfulness. In very few cases there may be an issue regarding a transportation arrangement for a student in foster care or a parent may have been taken into custody during the school day. Because the security of students is of primary importance this is the common approach used by schools, after school providers, police, parents, and Child Welfare.

If a student is **unmet at the end of the school day or after the end of an extended day activity** personnel are instructed to NOT allow students to leave the premises and to NOT drive the student home under any circumstances.

The parent or guardian will be called using emergency numbers on file. If the parent or guardian can't be reached or doesn't respond within a reasonable amount of time staff will notify the police. Police may contact Child Protective

Services to help check for custody and to help with emergency contacts.

If a student is in **foster care** and is unmet at the end of the school day or extended day programming and the foster parent doesn't respond, Child Welfare will be contacted. If a student has a transportation plan requiring that they be met they will be returned to the school and Child Welfare will be contacted.

If **parents are taken into custody during the school day**; Police should contact the school. After the contact schools will follow this policy for unmet children to notify emergency contacts.



OUTDOOR SCHOOL:

6th graders are scheduled to attend Outdoor School this year from October 1st-3rd. More information will be coming home with students, from the 6th grader teachers.

CURRICULUM NIGHT:

Curriculum Night for parents of students in grades 6-8 is next Tuesday, September 12th, from 6:30pm-7:30pm. This is an opportunity for parents to meet the middle school teachers, and learn about the curriculum that will be taught in middle school classes this year. This event is for parents only.

ATTENDANCE REMINDER:

Please call the office prior to 8:45 in the morning if your student is going to be absent so that we may get them excused in the attendance system, let the teacher know, and avoid phone calls going out.

FIDGET SPINNERS:

Fidget spinners are not allowed at school. Please make sure your student leaves their fidget spinners at home, so that we can avoid the distraction and problems that they create in the school environment. Thank you!

VOLUNTEER REMINDERS AND GUIDELINES:

All volunteers are required to complete a volunteer application/criminal history background form. A person who does not consent to the background check will not be allowed to volunteer in the district.

School/district volunteers shall:

- Complete a volunteer registration form, criminal history background form every four years
- Sign-in at the front desk upon entering a school building
- Wear appropriate identification/name tag as required
- Call the school office as soon as possible if unable to volunteer on your scheduled day so other arrangements may be made

- Only perform services under the direction of an administrator, program supervisor (including licensed, classified or coaching staff) or trained volunteer coordinator
- Avoid being alone with students in unsupervised locations
- Use common sense and follow a hands-off policy with students
- Refer any student discipline issues to a school staff member. Never intervene in a dispute unless a student is in danger of being harmed.
- Uphold confidentiality at all times. As a matter of professional ethics volunteers should not discuss teacher, student, or school affairs with anyone
- Leave the building along with students and staff if there is an emergency drill
- Immediately report suspected child abuse to the principal or other school staff member. It is not appropriate for a volunteer to question a child or comment about any suspicion of abuse.
 - There are laws that govern the action that schools are required to take if signs of possible abuse are observed. Keep in mind - some forms of abuse are not outwardly visible. Types of abuse could include physical, mental, or sexual abuse; neglect; or threat of harm.

School/district volunteers may *not*:

- **Bring younger children/siblings to the school while volunteering. Even a quiet, sleeping baby draws the attention of the students away from their schoolwork.**

Volunteer applications are available on the Gresham-Barlow web site (www.gresham.k12.or.us). On the home page, click on the Volunteer tab on the lower left hand side of the page, and follow the steps indicated.

SITE COUNCIL VOLUNTEERS NEEDED:

This group, comprised of parents and staff, meet once a month to discuss school improvement. This is a great opportunity to stay connected to the school and have your voice heard. There are two openings this year for parents. Meetings are held either right before or after school with interesting discussions about how to make our new K-8 even better. Please let me know if you are interested in supporting your school and serving on this council.

UPCOMING EVENTS:

September 25: Picture Retakes

September 29-No School, Grades K-8

September 30-Teddy Bear Parade,
Gresham

October 1-3: 6th graders to Outdoor
School

October 12-13: No School, Grades K-8

October 17: Native Pride Assembly

October 19: Progress Reports sent home,
grades 6-8



STANDARD™ RESPONSE PROTOCOL

STUDENT SAFETY

A critical ingredient in the safe school recipe is the classroom response to an incident at school. Weather events, fire, accidents, intruders and other threats to student safety are scenarios that are planned and trained for by students, teachers, staff and administration.

SRP

Our school is expanding the safety program to include the Standard Response Protocol (SRP). The SRP is based on these four actions. Lockout, Lockdown, Evacuate and Shelter. In the event of an emergency, the action and appropriate direction will be called on the PA.

LOCKOUT - "Secure the Perimeter"

LOCKDOWN - "Locks, Lights, Out of Sight"

EVACUATE - "To the Announced Location"

SHELTER - "For a Hazard Using a Safety Strategy"

TRAINING

Please take a moment to review these actions. Students and staff will be trained and the school will drill these actions over the course of the school year.

More information can be found at <http://iloveguys.org>

LOCKOUT SECURE THE PERIMETER

Lockout is called when there is a threat or hazard outside of the school building.

STUDENTS:

- Return to inside of building
- Do business as usual

TEACHERS

- Recover students and staff from outside building
- Increased situational awareness
- Do business as usual
- Take roll, account for students



LOCKDOWN LOCKS, LIGHTS, OUT OF SIGHT

Lockdown is called when there is a threat or hazard inside the school building.

STUDENTS:

- Move away from sight
- Maintain silence

TEACHERS:

- Lock classroom door
- Lights out
- Move away from sight
- Maintain silence
- Wait for First Responders to open door
- Take roll, account for students



EVACUATE TO A LOCATION

Evacuate is called to move students and staff from one location to another.

STUDENTS:

- Bring your phone
- Leave your stuff behind
- Form a single file line
- Show your hands
- Be prepared for alternatives during response.

TEACHERS:

- Grab roll sheet if possible
- Lead students to Evacuation Location
- Take roll, account for students



SHELTER FOR A HAZARD USING SAFETY STRATEGY

Shelter is called when the need for personal protection is necessary.

SAMPLE HAZARDS:

- Tornado
- Hazmat

SAMPLE SAFETY STRATEGIES:

- Evacuate to shelter area
- Seal the room

STUDENTS:

- Appropriate hazards and safety strategies

TEACHERS:

- Appropriate hazards and safety strategies
- Take roll, account for students

