Spring Lake Elementary
School Information Handbook
2024-25

1750 S. 500 W., Payson, Utah 84651
Phone: 801-465-6070; Fax: 801-465-6075

-WELCOME-

We would like to extend a warm welcome to all students, parents, guardians,and families to Spring Lake Elementary, Home of the Hawks!

We look forward to working with each member of our school community in achieving our mission and vision for Spring Lake Elementary.

Mission: Empowering students to learn at high levels.

Vision: Promote a positive, safe, and caring environment where students can learn, grow, and reach through a culture of lifelong learning.

By working together as a school community, we can ensure student safety and success while providing a positive, supportive and caring environment.



Spring Lake Elementary School Calendar Items

August 8th	**Teachers First Day Back**
August 13th	**Open House 1:30-3:30 PM**
August 14th	**First Day of School**
September 5th	**Labor Day - No School**
September 12th	**Vision Screening (K-5)**
September 16th	**District Development Day (DDD) - NO SCHOOL**
October 3rd	**Picture Day**
	SEP Conferences (3:30-8:30)
October 16th	**Term 1 Ends**
October 17-18	**Fall Break - NO SCHOOL**
October 21st	**P/C Comp Day - NO SCHOOL**
October 22nd	**Term 2 Begins**
Oct 30th-Nov 3rd	**Red Ribbon Week**
October 31st	**Halloween Parade**
November 7th	**Picture Retakes**
November 27-29	**Thanksgiving Break - NO SCHOOL**
December 12th	**SEP Conferences (3:30-8:30)**
December 20th	**Term 2 Ends - (Dec 20th is 1/2 Day - Dismiss @ Noon)**
Dec 23rd - Jan 3rd	**Christmas Break - NO SCHOOL**
January 6th	**School resumes - Term 3 Begins**
January 20th	**Martin Luther King Holiday - NO SCHOOL**
February 17th	**President's Day - NO SCHOOL**
March 6th	**SEP Conferences (3:30-8:30)**
March 14th	**Term 3 Ends**
March 17th	**Term 4 Begins**
March 19th	**SDD is 1/2 Day- School Dismissed @ Noon**
March 31st	**P/C Comp Day - NO SCHOOL**
April 1st-4th	**Spring Break - No School**
May 22nd	**Last Day of School - Dismiss @ Noon**

-Spring Lake Elementary Drop Off and Pick Up Policy-

Be part of the solution!

Here are some easy steps you can take to improve the drop off and pick up zones at our school and keep our students safe:

1. School begins at 9:15 AM and dismisses at 3:30 PM (T-F) and 2:45 PM (MONDAYS ONLY).

2. Front doors unlock at 8:40 AM. If students arrive between 8:40-8:45 AM, they must wait in designated areas in the front lobby.

3. Breakfast is served between 8:45-9:10 AM. Students should be finished eating by 9:10 AM so they can have enough time to get to class before the tardy bell rings at 9:15 AM.

4. Students should arrive between 8:45-9:10 AM and be in their seats by the 9:15 AM bell. Any child who arrives after 9:15 AM will be marked tardy and will need to enter through the front doors.

5. Proceed with caution as you approach, enter parking lots, and depart from our building. Please go slow and watch for children.

6. Bus loading and unloading zones are for buses. *No vehicles in bus lanes for any reason at any time during the day.*

7. Drivers pulling into the pick up/drop off zones must remain in their vehicles and pull completely forward to allow other cars to pull in behind. If a parent needs to get out of the car for any reason, parking in a parking stall is required.

8. Never encourage a child to cross the street in front of other cars for any reason. Please exit your vehicle and help children cross and load safely.

9. School Access Route Plan: In accordance with state standard, Spring Lake Elementary has identified school access routes for Spring Lake Students who live within the walk boundary established for the school. A map showing the identified routes can be viewed at saferoutes.utah.gov.

10. If you need to pick up your children, you may want to establish a specific spot to meet that may be away from the main line of cars coming and going.

11. Proceed with caution in the neighborhoods surrounding the school. Don't assume a child, or group of children, will stop or look both ways at a crosswalk.

12. Our school is lucky to have a crossing guard to help students safely cross Saddle Brooke Drive. Students should show respect and follow the directions of our crossing guard.

Positive Behavior Interventions & Supports (PBIS)

We are committed to the safety, happiness and well being of every child. Administrators, teachers and staff will closely monitor behavior to ensure that students are following the rules and acting appropriately. Students who respect the rules and exemplify great behavior will be recognized and rewarded. The purpose of having rules is to keep children safe and ensure learning can take place. Student behavior should never compromise safety standards, keep a teacher from teaching, or keep other students from learning.

The Spring Lake PBIS Team has been working on building our system of behavior expectations. Below are specific procedures and expectations for behavior along with the respective rewards and consequences.

-School Wide Rules-
Hawks S.O.A.R.



Assembly Rules

- Enter and exit the gym in an orderly manner
- Stay seated with your class at all times
- Refrain from distracting others
- Be respectful to those speaking and/or presenting.
- Respond to the “3, 2, 1” signal countdown:
    - 3 Eyes looking at the speaker or presenters
    - 2 Ears listening
    - 1 Mouths quiet (voices off)
- Have fun and enjoy the assembly!

Outside Recess/Playground Rules

- Play in designated areas
- Use playground equipment appropriately
- If a ball goes over the fence, a faculty/staff member will retrieve it
- Report problems or concerns to an adult as soon as possible
- Line up quickly once the bell rings

Hallway Rules

- Walk in the hallways
- Stay in line with your class
- Use quiet voices
- Do not touch/disturb displays or anything hanging on the walls

Lunchroom Rules

- Enter and exit the lunchroom in an orderly fashion
- Sit in designated areas and make room for others
- Eat your own food (no sharing due to allergies)
- Clean up after yourself and throw garbage away
- Show respect to the custodian, child nutrition staff, lunch workers, and others
- Wait until your grade level has been excused before going outside
- No food outside

Restroom Rules

- Go, flush, wash hands
- Use quiet voices
- Respect and honor the privacy of others at all times
- Paper towels, toilet paper and soap should be used for their intended purposes
- Leave the bathroom clean

Bus Rules

- Bus students will go directly to the bus line after the dismissal bell
- Good behavior should be demonstrated while waiting in line for the bus to arrive
- Students should enter and exit the bus in an orderly manner
- Students must:
    - stay in their seats and remain seated throughout the ride
    - follow instructions from the bus driver
    - be respectful of others
    - treat bus equipment properly

Disruptive Policy/Procedures

Think Time:

Think Time is a technique used in response to disruptive behavior. It is designed to be educational and informative, not punitive. A student is given a Think Time Form to fill out when school/classroom rules and/or strategies have been exhausted and students need time to “stop and think” about their behavior. Students fill out the form which includes areas to identify the inappropriate behavior(s) and identify ways to improve their actions/behavior in the future.

Lunch Detention:

If a student receives two think time forms within a five day period **OR** if a more serious problem occurs at school (e.g. safe school violation, harassment, etc.), a Lunch Detention is given. A Lunch Detention requires a student to miss one lunch recess by eating his/her lunch in the office or skill building room. The student will discuss with a member of the admin team, or skills coach, ways to improve their behavior. This gives the student an additional time to think about their choices/behavior and attach a further consequence(s) to their inappropriate choices/behaviors as needed. Parents will be notified when a lunch detention is given.

Safe School Violations & Suspensions: The following behaviors that could result in detention or a possible suspension from school.

- Abusive Conduct
- Arson
- Burglary
- Stealing
- Battery - fighting and/or a punch connecting with someone else's body
- Criminal mischief
- Intimidation
- Verbal abuse - swearing, foul language and any inappropriate language and gestures
- Illegal activities
- Leaving school grounds without permission
- Possessing weapons or facsimiles
- Threatening another person (verbally expressing "I'm going to kill/hurt you" or drawing a picture and writing threats to others)
- Violations of the Drug and Alcohol/Tobacco Policy
- Sexual Harassment Violations - This includes, but is not limited to, the following:
    - Derogatory or offensive jokes, teasing, or comments of a sexual nature
    - Graphic remarks or sexual comments about an individual's body
    - Sexually suggestive or obscene pictures, letters or notes
    - Grabbing, pinching, or touching of private areas
    - Sexual gestures, unwanted pats, hugs, or touching
    - Actual or attempted sexual assault or molestation
    - De-pantsing male or female students, flipping up girls' dresses, etc.

Parents will be notified by phone when their child's behavior(s) are of a serious nature. If necessary, a meeting will be arranged with the parents, the student, the teacher and/or principal to discuss appropriate measures to help students change their behaviors. Suggestions may include, but are not limited to: counseling, skill building, loss of school privileges, parent conferences or parent attendance at school, transfer to an alternative class or placement, or out of school suspension and home counseling. Actions determined to be criminal will be reported to the Student Services Department and/or local law enforcement authorities. All students are entitled to appropriate due process in all matters of school discipline.

-District & School Policies-

1. **Attendance Policy: School attendance has a direct impact on a student's level of academic achievement and overall educational success. It is primarily the responsibility of parents/guardians to ensure consistent, punctual, daily attendance. Parents and school staff members share the responsibility to make earnest and persistent efforts to resolve attendance problems.**

   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/guardians of this policy and any local school attendance and/or tardy policies and procedures. School personnel and teachers will monitor and record the daily attendance of students. Whenever possible, a representative of the school will make a daily phone notice of absences via a computerized or a personal calling system. **Parents are responsible to have a current phone number on file at the school.**

A Concern Letter shall be mailed to the parent of a student who has five (5) truancies during the current school year. The letter is to inform the parent of their student's attendance problems, request help in solving the attendance problems, and to inform the parent of possible school action if the truancies continue.

2. **Absences and Tardies:** Whenever a student will be absent from school, **please contact the office at (801) 465-6070 by 9:45 a.m.** and inform us of the absence. ***If students have not been excused by 9:45 AM you will receive a computer generated phone call and email notifying you that your child is not in school.*** You can also excuse your child by replying to the email. Students who arrive after 9:15 AM will be marked as tardy. Children who frequently arrive late, or regularly miss school, often feel disconnected and quickly get behind on their school work.

3. **Accidents and Illnesses:** Whenever an accident or illness occurs that is of a serious nature, we do everything within our power to contact a parent/guardian. If this is unsuccessful, we will notify the person you have listed as the child's emergency contact in iCampus. Please keep current phone numbers updated in iCampus for this reason. We will take the necessary steps for helping your child which may include calling an ambulance in emergency situations. Under NO circumstances will we send a child home unless the parent or person listed as the emergency contact gives permission.

4. **Bicycles, Scooters, Skateboards, Roller Blades and Heelys:** All bicycles and scooters are to be placed outside in the bike rack/scooter area upon arrival and are not to be used during school hours. It is recommended that students lock up bikes and scooters upon arrival. Students should walk bikes while on school grounds and in the crosswalks. Scooters, skateboards, roller blades and Heelys (or other shoes with wheels) are not to be used on school property.

5. **Birthday Treats:** 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. **It is not required or expected that you send treats on your child's birthday.** However, if you choose to do so, we will follow these guidelines in order to be in compliance with Utah State Department of Health regulations. If homemade items are sent to school, they will not be served to other students and will be sent home with your child. Be sure to ask about any allergies (nuts, gluten, etc.) students in the class may have.

6. **Bringing Gifts to School:** Birthdays and holidays are important days and we understand that parents are anxious to make their child(ren) feel special. Please note that gifts delivered at school (large balloon bouquets, flower arrangements, stuffed animals, wrapped gifts, etc.) will be kept in the front office and given to your child at the very end of the day. Having these items in class is distracting to other students and sometimes disruptive to the learning environment.

In addition, some students are allergic to latex balloons. We appreciate your cooperation in this matter.

7. **Bus Students:** ***Riding the bus is a privilege.*** Students who misbehave on the bus pose a risk to the driver, themselves, and to other students. For this reason, good behavior on the bus is imperative. Students who violate the bus rules will first be given a verbal warning. If the behavior continues, a ticket may be given. When a student receives a ticket on the bus, parents/guardians will be contacted and a meeting with the principal scheduled to promptly address the situation and create a plan of success for the student. Subsequent misbehavior and tickets will result in the loss of bus privileges, meaning the child will no longer be permitted to ride the bus and parents/guardians will be responsible to transport their child to and from school.

   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. Supervisors will help the students board the buses. Bus students are responsible to demonstrate appropriate bus behaviors and to make sure they catch their bus on time.

8. **Cell Phones, Smart Watches and Other Electronic Devices:** Students are not permitted to use cell phones, smart watches or other electronic devices (MP3 players, iPods, portable game consoles, etc.) during school hours (9:15 AM – 3:30 PM). We strongly discourage students from bringing electronic devices to school as the school will not be responsible if an electronic device is lost, broken or stolen. Students with cell phones must keep them on silent in their backpack or in a safe location in the classroom during the school day. We understand that many children use phones to contact parents before and after school and they are welcomed to do so. If a child is trying to use a cell phone in class to make calls, send texts or play games without permission, the teacher and/or an administrator may take the phone and contact a parent/guardian. The same policy applies for smart watches. The child may wear the watch, but should not be making calls, sending texts or playing games during instructional time. If there is an emergency, the child should immediately tell a teacher or trusted adult.

9. **Financial Contributions to the School:** District funds are limited and donations are used to help provide student school supplies, field trips, assemblies, outdoor education activities and much more. The suggested donation is $25 per child; however, your generous contributions to Spring Lake for any amount is greatly appreciated. Your contribution is confidential, tax deductible and important. All students will take part in every activity, regardless of donation.

10. **Homework:** We recognize the importance of homework for students as an extension of learning. We will carefully explain homework so students have an understanding of the expectation. We will hold students accountable for completion of assigned homework as a part of the class requirements. We thank you for the support you provide your student as he/she participates and completes homework and extension activities. Please work directly with your child's teacher if he/she is having trouble completing homework assignments/activities. Teachers have been asked to ensure the following in regards to homework assignments:
    - Teachers should only send homework related to skills and concepts that have been previously taught, modeled and demonstrated by the teacher.
    - Guidelines and procedures for homework should be thoroughly explained and reviewed with children.

- Projects sent home should have a clear educational purpose and should not be busy work.
- Teachers should make homework policies clear for parents at the beginning of the school year in their disclosure document and clearly communicate any changes throughout the year.

11. **Immunizations:** Utah State Law requires all children enrolled in a public school to complete immunizations and have dates on file before admission to school. Our school nurse will review immunization requirements and contact parents if immunization records are incomplete. Parents will be given a window to complete immunizations and share the records with the school. Failure to comply with this requirement could result in your child not being able to attend. Please communicate with the school nurse or school principal if you have personal concerns regarding immunizations.

12. **Lost and Found:** To help return lost articles, please put your child's name on everything he/she brings to school. Valuable and/or small articles are turned into the office. Larger items are placed on hooks just outside the lunchroom in the main hall. **Lost articles that are not claimed will be donated to charity at the end of each term.**

13. **Major Disasters:** In the event of a major disaster affecting the entire community, students will be kept safely at school unless an evacuation has been ordered by law enforcement. We will follow our Standard Response Protocol (SRP) for reunifying students with parents. Please see our SRP listed below. Unless otherwise notified, we will release students only to parents, guardians or those who have verified permission to pick up the child.

14. **Paying for School Lunch:** Rules of health and safety have been set up in the lunchroom to protect your student and to see that he/she has a pleasant experience at lunch (see Lunchroom Rules below). We ask that all families work to keep a positive balance on lunch accounts. If your child owes lunch money, you will be contacted by our school lunch clerk as a reminder.

    You can make **payments online or by sending money with your child to school** online or by sending money (cash/check) with your child to school. Be sure to put lunch money in an envelope labeled with your child's name and grade. Additional information about our school lunch program can be found on the Nebo District website (www.nebo.edu) under the Department Child Nutrition.

15. **Free & Reduced School Meals Information:** For families who may need assistance with school meals, we offer **free and reduced meal** programs. If you believe your family may qualify, you can apply by logging into your Parent Portal, click **"More"** from the menu on the left, then click **"Meal Benefits"** and then fill out the application. ***Remember, if you qualified for benefits last year, you still need to fill out the application for the new school year.***

    If you have any questions about student accounts or other lunch questions, we invite you to call our lunchroom directly at (801) 465-6058.

    Lunch prices: Student-- $2.00; Adult-- $5.00
    Breakfast prices: Student-- $1.50; Adult-- $2.00
    Extra milk: $.50

16. **Medication:** It is the policy of the Nebo School District that all medication be administered to children by their parents at home. This policy (JHCD) means that, only under exceptional circumstances, will a school nurse, secretary, or principal give children medication under appropriate regulations. An authorization for Student Medication Form (JHCD-F) 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 sent 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 or amount of medication being kept at the school. Medications are kept in a locked cupboard, students are required to come to the office to take the medication and a log is kept of all medication given to students.

17. **Money and Valuables:** Teachers and other staff members cannot be responsible for a student's money and valuables. Therefore, we discourage students from bringing pocket money to school, except for those times when there is a specific purpose; lunch, book orders, book fair, etc. When you do send money (cash or check) with your child, please send it in a sealed envelope with the following information on the outside:
    1. Child's name
    2. Teacher's name
    3. What the money is intended for
    4. Amount of money enclosed

    Valuables such as cell phones, smart watches, iPads, iPods, Gameboys, jewelry, toys, etc. should be kept at home. Student's cubbies and desks are not secure places.The school assumes no responsibility for lost, damaged or stolen valuables.

18. **Non-Discrimination Policy:** "Nebo School District is committed to maintaining an educational environment in which all students are treated with respect and dignity. This includes ensuring that students are not subject to Harassment or Discrimination on the basis of race, color, religion, sex, national origin, disability, or any other classification protected by law." Click on the following link to view the policy.

19. **Phone Calls**: Telephone use is limited to important/emergency calls. When students call home, it should be for reasons of illness or other emergencies. Arranging playdates after school would not be an acceptable reason to call home. With almost 550 students at our school, we ask that playdates be pre-arranged by parents before school or after a child arrives home. Students will be called out of class for emergencies.You can call the school (801-465-6070) at any time and leave a message for your child and/or their teacher and it will be delivered in a timely manner.

20. **Pets:** Pets are not permitted at school. Your child's teacher will contact you if they would like a pet sent as part of a study unit or for show-and-tell.

21. **Playground and Hall Supervision:** Faculty and staff members are assigned to supervise students before, during and after school. Students will be supervised on the playground during recess and lunch time. In order to maintain the safety and well-being of our students, rules and procedures will be enforced at all times.

22. **School Community Council:** Spring Lake Elementary has a School Community Council (SCC) that meets monthly to discuss school related issues and coordinate efforts to meet those needs. The council is made up of parents (elected), school employees (elected), and the principal. If parents are interested in participating on the council, please contact Mrs. Findlay by August 15th. An election will

be held in late August. **Elections are required only in the event of a contested race.** Where there are not more candidates than open positions, no election is necessary.

Parents who are elected are expected to serve 2 years on the council. If you have questions, issues or concerns, please contact a member of our SCC or call/email the principal at (801) 465-6070/ corallee.findlay@nebo.edu. Visit our school website for more information.

23. **Student Checkout:** When parents/guardians need to pick up their child(ren) during school hours, they must come to the office and follow our student checkout procedures. Parents must sign a checkout log to release students from school.

24. **Weather:** Children should arrive at school dressed for the weather so they can safely and comfortably enjoy outside recesses and activities. ***All children will not be expected to go out for recess except during extreme types of weather conditions*** (low wind chill factor, bad air quality, severe rain or snow, etc.). Please refer to the **Cold and Inclement Weather Procedures** for more information.

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.

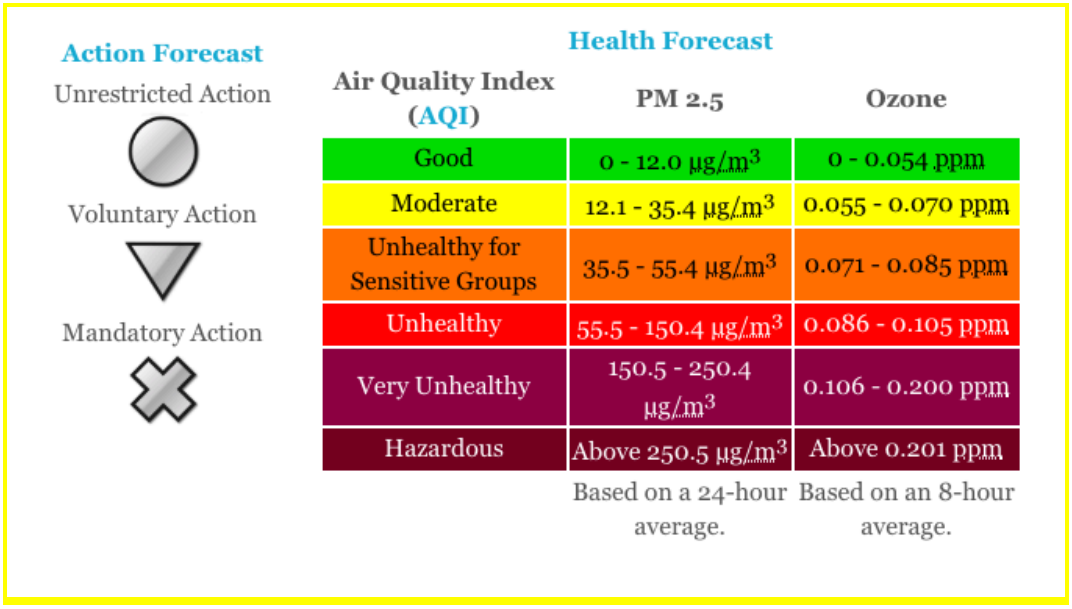
AIR QUALITY

Nebo Policy:

AIR QUALITY: The Utah Department of Health ("UDOH") and the Utah Department of Environmental Quality ("DEQ") provide "Air Quality Guidance for Schools." These are recommendations given to schools on when to schedule indoor activities rather than outdoor activities based on air quality. The current recommendations for schools are: (a) when the Particular Matter (PM2.5%) level is between 35.5 and 55.5, "sensitive students" should be accommodated to avoid outdoor activities; (b) when the PM2.5% level is between 55.5 and 90, "sensitive students" and those students experiencing respiratory symptoms should avoid outdoor activities; and (c) when the PM2.5% level is 90 or higher, physical activities should be moved indoors for all students.

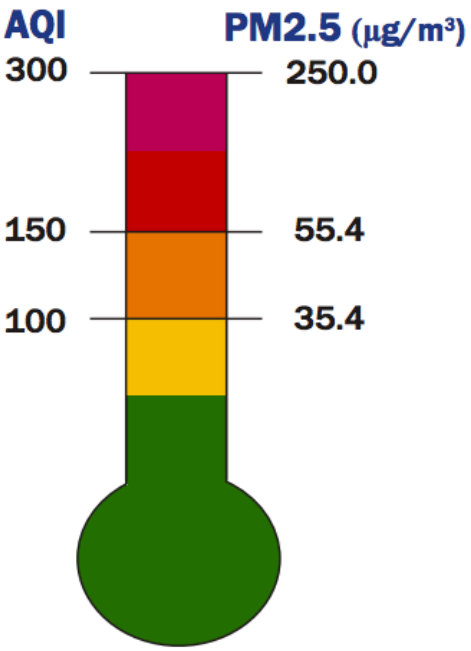
PM2.5%	Instructions
0 - 35.4	All students outside
35.5 - 55.4	sensitive students" should be accommodated to avoid outdoor activities
55.5 - 89	"sensitive students" and those students experiencing respiratory symptoms should avoid outdoor activities
90 or higher,	physical activities should be moved indoors for ALL students.

Utah.gov:



Utah.gov Recess Guide:

Particulate Matter (PM) 2.5 & Air Quality Index (AQI)* Levels



Recommendations for Recess

PM2.5 above 55.5

All students stay indoors.

PM2.5 35.5 - 55.4

Students with respiratory symptoms & sensitive students*** stay indoors.**

PM2.5 below 35.4

All students outdoors.

Check PM2.5 levels at air.utah.gov; click on "Current."

-Spring Lake Elementary-
Emergency Management Plan

In the event of an emergency at Spring Lake Elementary that requires school staff to take action, the following procedures will be followed. This is considered our…

STANDARD RESPONSE PROTOCOL

Our school district has adopted the "I Love U Guys" Foundation's Standard Response Protocol (SRP). This plan was developed using information from the I Love U Guys Foundation and is reviewed, approved and revised annually at the district level and by the Spring Lake Leadership Team and School Community Council.

Local law enforcement officials have advised us on and received a copy of this plan. Students and staff will be training, practicing, and drilling the protocol.

COMMON LANGUAGE:
The SRP is based on an all-hazards approach as opposed to individual scenarios. The premise is simple - there are five specific actions that can be performed during an incident. When communicating these, the action is labeled with a "Term" and is then followed by a "Directive." Execution of the action is performed by active participants, including students, staff, teachers and first responders. The SRP is based on the following actions: Hold, Secure, Lockdown, Evacuate and Shelter.

IN AN EMERGENCY, WHEN YOU HEAR IT, DO IT!

SECURE: The perimeter of the school is secured and monitored. Students are kept inside. School continues as usual.



PROTOCOL: "Get Inside. Lock the outside doors."

STUDENTS ARE TRAINED TO:
- Return to inside of building
- Do business as usual

TEACHERS & STAFF ARE TRAINED TO:
- Bring everyone indoors
- Lock the outside doors
- Increase situation awareness
- Account for all students and adults
- Do business as usual

Secure
If a threat exists outside the building but not in the direct vicinity of the school, teachers and students will be notified using school procedures and all exterior doors will be locked and monitored so that no one can enter the building. Parents/Guardians will be notified via iCampus. Please make sure your contact information is always updated so that you can be contacted in case of an emergency. During a "Secure" incident, no one will

be allowed in or out of the school. Students are not in immediate danger and school will remain in session. Parents should refrain from coming to the school during a “Secure” incident. Teachers and staff follow Standard Response Protocol guidelines.

LOCK DOWN: An immediate threat exists inside the school. Teachers lock down their classrooms and determine the appropriate next step which may include: run, hide, fight.



PROTOCOL: “LOCKS, LIGHTS, OUT OF SIGHT”

STUDENTS ARE TRAINED TO:

- Move away from sight
- Maintain silence
- Do not open the door

TEACHERS & STAFF ARE TRAINED TO:

- Recover students from hallway if possible
- Lock the classroom door(s)
- Turn out the lights
- Move away from sight
- Maintain silence
- Do not open the door
- Prepare to evade or defend

LockDown

If an immediate threat exists in the school, teachers and students will be notified and will immediately lock down all classroom doors and quickly cover all windows. Students will take cover, hide or may be quickly evacuated from the school if it is safe to do so. During and after a critical incident, students may need to be evacuated to a secondary location for safety purposes. ***Please read through and follow the Spring Lake Elementary Reunification plan for detailed information on reunifying your family after an evacuation.***

1. Upon learning of lockdown, teachers should quickly scan hallways and direct any stray students or staff into the classroom immediately.
2. Teachers should lock doors, cover all windows, turn off lights and computer monitors and grab Emergency Folder/Clipboard in case evacuation becomes necessary. Teachers should grab their radio and cell phone (or monitor access to the phone in the classroom)
3. Teachers should move students to the most secure areas of the classroom and maintain silence. If conditions remain safe, students and teachers should remain in the classroom. Teachers should assess safety and may consider putting objects or barriers in front of doorways to block or obstruct entrance into the classroom.
4. If more immediate danger exists, teachers may consider looking for evacuation routes and should evacuate quickly when it is safe to do so.
    - ➔ Physical education classes being held in the gym should move to a predetermined secure location, lock doors and cover windows.
    - ➔ Planning time teachers should keep current class with them and follow procedures for classroom teachers listed above.
    - ➔ If students are in the cafeteria, adult supervisors should immediately lock doors and cover windows and move students to a predetermined secure location. If necessary, staff may evacuate students out exterior doors, into or through the kitchen.

- ➔ If students are on outside recess, supervising teachers should move students to a predetermined secure location and remain still until the situation can be assessed and students evacuated from the grounds.
- ➔ If a student or teacher is in the bathroom and is not able to get safely into a nearby classroom, return to the stall, lock it and stand on the toilet or bring feet up off the floor. Remain quiet and exit the bathroom when safe to do so.

EVACUATE: Evacuate students and staff to the announced location. Evacuation procedures and locations determined by event and local/district authorities.



PROTOCOL: "EVACUATE TO A LOCATION"

STUDENTS ARE TRAINED TO:

- Leave stuff behind if required
- If possible, bring their phone
- Follow instructions

TEACHERS & STAFF ARE TRAINED TO:

- Bring roll sheet and Go Bag (unless instructed not to bring anything with them, dependent on reason for evacuation
- Lead students to evacuation location
- Report injuries or problems using Red/Green cards or thumbs up/down methods

On-site sheltered (in classrooms/gymnasium), On-site unsheltered (East Field)
Evacuation site: 1494 S. 930 W. (Double LDS Church buildings off 1400 S.)
Secondary evacuation site: Off-site Sheltered (Payson High School Gymnasium), Off-Site Unsheltered (PHS Football Field)

SHELTER: Hazard and safety procedures to be followed as determined by the event:



PROTOCOL: "STATE HAZARD AND SAFETY STRATEGY"
Hazards might include:

- **Tornado**
- **Earthquake**
- **Hazmat**

Safety Strategies might include:

- Evacuate to shelter area
- Seal the room
- Drop, cover and hold on

STUDENTS ARE TRAINED IN:

- Appropriate Hazards and Safety Strategies

TEACHERS & STAFF ARE TRAINED IN:

- Appropriate Hazards and Safety Strategies
- Accounting for students and adults

- Report injuries of problems using Red/Green cards or thumbs up/down methods

HOLD! Students are held in classrooms and the hallways are cleared. Hold is usually initiated and lifted by school or district administration.



PROTOCOL: "CLEAR HALLS. IN YOUR CLASSROOM AREA"

STUDENTS ARE TRAINED TO:

- Clear the hallways
- Remain in their area or classroom until the "All Clear" is announced
- Do business a usual

TEACHERS & STAFF ARE TRAINED TO:

- Close and lock the door
- Account for students and adults
- Do business as usual

-Spring Lake Elementary Reunification Plan-

Please read through the following information for guidelines on reunification:



REUNIFY

In the event of an emergency, natural disaster or critical incident, it may become necessary to evacuate students to a safe location away from the school. In that case, it is the aim of Spring Lake Elementary to successfully reunite children with their families as quickly as possible.

In order for us to most successfully reunify families, we ask that parents/guardians become familiar with the following:

- The school will report all events to local law enforcement and to district officials and will take direction from these organizations. We will work together toward the goal of successful reunification.

- The school will communicate information to parents as quickly as possible. Communication could include text messages, email, phone calls and notifications. In an emergency, please check these lines of communication frequently and follow the directions given. Please keep phone numbers and email addresses updated on iCampus.

- Teachers have been trained and understand that they are to supervise students and stay with them until they can be successfully reunified with their parents/guardians. At evacuation sites, students will be kept with their teachers and with their grade level.

- It is imperative that we maintain continued safety at an evacuation site. For this reason, students will primarily only be released to their parents or legal guardians unless extreme circumstances require an

exception. ***Parents/Guardians will be required to show their ID at evacuation sites and may be asked to fill out a Reunification form.***

- Parking at evacuation sites can be tricky. Do not park your vehicle in a manner that blocks other vehicles from coming or leaving. Follow the "Park to Leave" method. Thoughtfully consider how you can most successfully exit the evacuation site.

- During an evacuation there will be two teams: A **Transport Team** and a **Reunification Team**.
    a) The **Transport Team** (consisting of district officials, teachers, staff, bus drivers and law enforcement officers) will take attendance, load students on buses, provide transportation to the reunification site, supervise and work to notify parents of the location for reunification.
    b) The **Reunification Team** (consisting of school staff, district staff, law enforcement and first responders) will aid in organizing the reunification site, directing parents to appropriate locations, directing traffic (law enforcement), verifying parent identification, organizing students so they can easily be found and providing emotional support for students and parents.

- Successful ***reunification takes time and requires that all parties involved do what they can to remain calm.*** Please do not shout at school/district staff or law enforcement. We all have the same goal and are working to reunite families as quickly as possible.

Building Evacuation (Fire and Other Hazardous Situations)

On-Premises Evacuation Procedures:

- Students will be led out of the building by teachers using the primary/secondary evacuation routes.
- Classroom lights will be turned off and doors closed but not locked. Teachers will take the Evacuation Folder that includes instructions, current class list and red/green papers.
- Teachers will lead their class to the designated location on the east field behind the school. Students will line up and teachers will quickly take roll. If any students are missing, the teacher will hold up a red card. If all students are accounted for, they will hold up a green card. Administration will help locate any missing students.
- Resource teachers and other support staff working with students will evacuate the building with students and once outside return them to their teachers.
- Classes will assemble in the primary (secondary, if required) premises gathering location.
- Information/directions will be provided by Emergency Officials/School Administrators. In the case of an emergency drill, administrators will clear classes to return to the building.

Off-Premises Evacuation:

If situations/circumstances necessitate that students and staff be evacuated to an off-premises location, coordinated efforts will continue amongst 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: ***LDS church located directly west of the school at 586 W. 1750 S.*** Teachers will lead students to the west parking lot, gather in grade level groups and follow the protocols outlined for on-premise evacuation.
Secondary Off-Premises Evacuation Location:

In the case of a serious event, children will be transported by bus to the **Double LDS Churches located at 482 W. 1400 S.** and reunification protocols will be followed.

Earthquake

Procedures: At the first indication of ground shaking:

- All students and staff will move away from windows, shelves, heavy objects, and furniture that might fall.
- All students and staff will take cover under desks or tables and cover heads with hands and arms.
- Staff members 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 increased safety, all students and staff will evacuate the building following the “Building Evacuation” procedures.
- Staff will be trained and will follow procedures from the following website: www.shakeout.org