



**South Summit Elementary School**  
**PARENT AND STUDENT HANDBOOK**  
**2026-2027**

**School Address: 535 East 300 South Kamas, UT 84036**

**Phone:(435) 783-4318**

**School Hours**

Monday-Thursday: 8:50 a.m.- 3:20 p.m.

Friday: 8:50 a.m. - 2:20 p.m.

**Office Hours**

M-Th: 8:00 a.m. - 4:00 p.m.

Fri: 8:00 a.m. - 3:00 p.m.

**Stay informed by following our social media and checking  
our website frequently!**

[Link to Website](#)

[Link to Facebook Page](#)

[Link to Instagram Page](#)

## Principal's Welcome:

Welcome Back, South Summit Elementary Families!

We are thrilled to welcome you to the 2026–2027 school year! This handbook serves as a guide to help ensure a smooth and successful experience for your family.

- **Questions or Suggestions?** If there's something you feel is missing or unclear, please don't hesitate to reach out. Your feedback helps us improve and better serve our students and families. We truly believe that clear communication is essential for building trust and supporting student success.

Our team is fully committed to living our core values every day: Academics, Kindness, Dedicated Staff, Respect, and a Happy School. We are excited to partner with you and look forward to a wonderful year together.

Sincerely,

Mrs. Lisa Flinders, Principal

### SSES School Mascot

Whiskers the Wildcat

### School Colors

Green, Black, and White

### SSES Mission Statement

At South Summit Elementary, we **LEARN!**

### SSES Vision Statement

Valuing students and preparing them for success.

### SSES Core Values - LEARN

Love, Engage, Aspire, Respect, Never give up!

### District Vision Statement

South Summit School District **values students and prepares them for the future.**

### District Mission Statement

We **support, empower, and inspire** individuals to **achieve academic and character excellence.**

## School Goals

### **Goal #1-**

By June 1, 2027, the End of Year (EOY) Acadience Reading Assessment Composite Score will show that 72% of K–4 students are scoring in the Green (On Benchmark) or Blue (Above Benchmark) indicators. We will know our MLL students have made typical or above typical growth in reading by utilizing the WIDA assessment.

### **Goal #2-**

By June 1, 2027, 3rd and 4th grade ELA RISE scores will see a 5% increase in mastery.

3rd and 4th grade Mathematics RISE scores will see a 5% increase in mastery.

4th grade Science RISE scores will see a 5% increase in mastery.

### **Goal #3-**

Target Goal (By June 1, 2027):The EOY Performance Matters Test Grades K to 4 will show a 5% increase in mastery

## I. GENERAL INFORMATION

### School Hours

School hours are from 8:50 a.m. until 3:20 p.m. Monday-Thursday. Friday hours are 8:50 a.m. until 2:20 p.m.. The early out time on Friday is to compensate teachers for team planning and prepping. Parents are encouraged to make any changes to their child's pick-up or bus riding needs before 3 PM M-TH or 2 PM Friday to avoid any delays or problems.

School breakfast will be served at 8:30 a.m. in the cafeteria; however, the remaining school doors will not open until 8:35 a.m. each school day. Supervision is not provided for students who arrive before 8:30 a.m. or remain later than 3:20 p.m. Please acknowledge these hours for the safety and well being of your student.

## Pick-up and Drop-off Procedure

Parents will enter the drop-off lane from Gristmill Road. There will be no entrance through the main gate. The drop-off lane is located directly in front of the main entrance of the school. Please note: there is only one-way traffic to exit the main gate to access Foothill Drive. There is no parking in the drop-off/loading zone. If you need to park to bring your student into the school, parking is available in the new top lot directly south of the main parking lot.

Also, if you do not see your student, please do not wait in the pick-up/drop-off zone. This will hold up and slow down the process. Please move through the line and circle back around to the Gristmill entrance. Additionally, we have visitor and handicap parking available in the main parking lot. A map is provided below. If you have any questions, please call the school.

Please remember these rules:

Entrance to the school is located off Gristmill Road.

The traffic pattern is one way only.

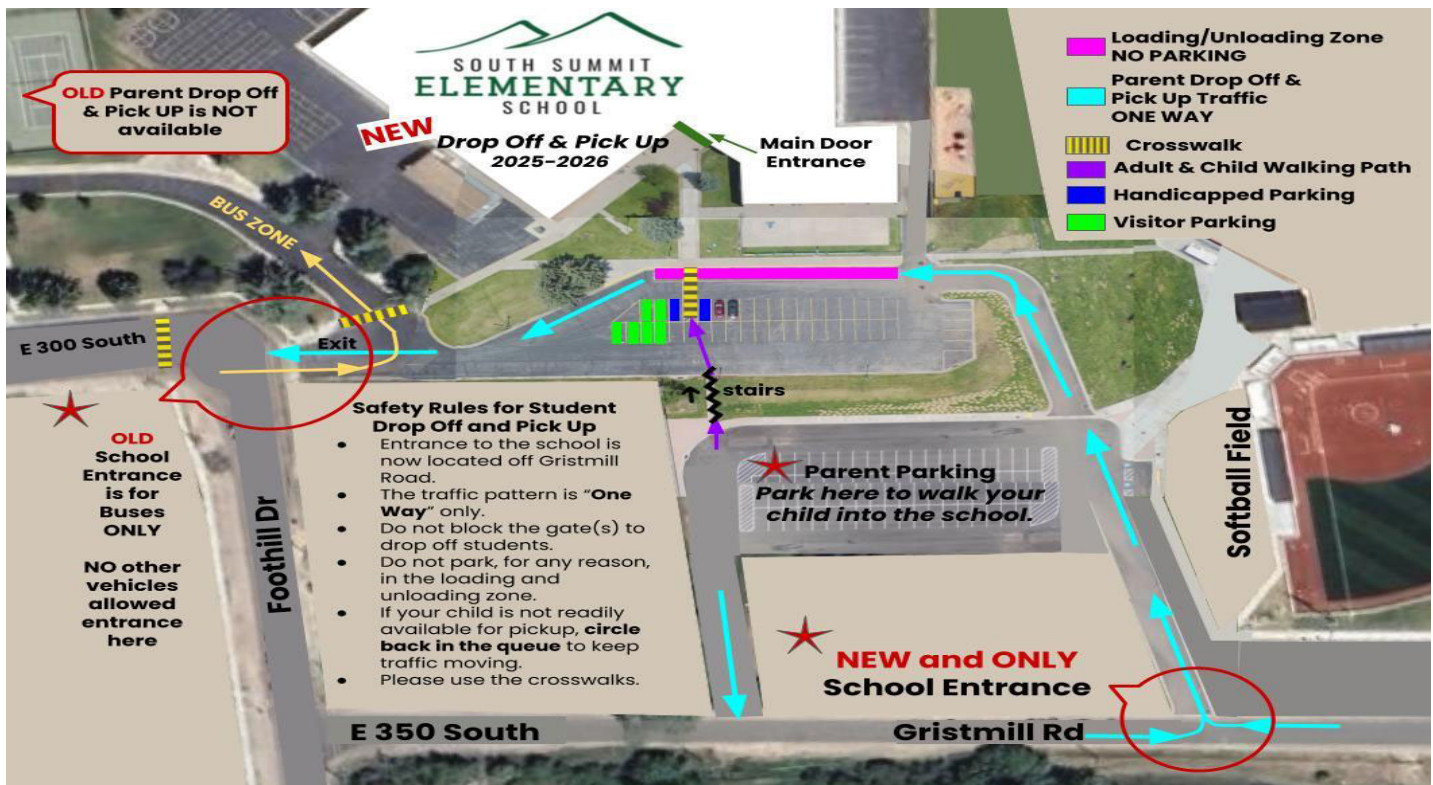
Do not block the gate(s) to drop off students.

Do not park, for any reason, in the loading and unloading zone.

Students should enter and exit the vehicle on the passenger side/right side. Students should be able to seatbelt themselves. Please do not exit the vehicle to assist. If assistance is needed, please park and assist your student.

If your child is not readily available for pick up, circle back in the queue to keep traffic moving.

Please use the crosswalks.



### Food and Drink

Students do not need to bring water bottles to school. Classroom and school fountains are provided. Energy drinks, coffee, tea, cocoa, gatorades, and soda are not permitted at school. Snacks may be eaten at designated times in the classroom as permitted by the teacher.

### Toy-Free School

South Summit Elementary teachers work hard to provide a great learning environment & experience for all students. Toys brought from home detract from the learning experience. It is hard to monitor what students keep/ play with in their desk and toys brought from home are often a target for theft. We ask that all toys remain at home. The school will provide plenty of recess equipment for students to enjoy.

Violation of the toy-free policy will result in:

First offense...Toy confiscated and returned at the end of the day.

Second Offense ...Toy confiscated, Teacher will notify parent/guardian to pick it up from the office and student will receive an Office Referral completed by a staff member.

\*Administration will implement further consequences on a case-by-case basis.

## Birthday/Classroom Parties and Treats

Birthdays are an important milestone for children. With that being said, educational instruction is critical to student growth and is our primary purpose. Classroom interruptions should be minimal. Birthday parties and/or celebrations are NOT allowed at school. Store bought (NO HOMEMADE) treats may be delivered to the front office. The administration will ensure that the birthday treats are delivered to the appropriate classroom. Teachers will celebrate with their students at the end of the day. In consideration for all students' feelings, it is not appropriate to have a student hand-out invitations to a birthday party or any type of party at school. Balloons, flowers, gifts, or excessive gestures are not permitted at school.

Instructional time is limited and extremely valuable. Therefore, any holiday/seasonal/classroom parties must be approved by administration.

## Parent & School Communication

Education requires a partnership among students, parents, and educators. For a partnership to work, everyone must know what is happening.

1. All pertinent information can be found on the SSES website at [Website Link](#).
2. Parents and guardians should text **YES or Y to 67587** to opt-in for text messages from our school and district regarding important information.
3. Parents and guardians should update PowerSchool information yearly, and call our office at 435-783-4318 to update information throughout the school year.
4. Weekly alerts from our school will be delivered to parents via email every Thursday.
5. If students are absent, parents must call in to excuse students that day before 9:30 AM in order to prevent receiving an automated call or text message.
6. Any last minute transportation/end of day arrangements for transportation from our school must be made by calling our office prior to 3 pm M-TH and 2 pm FRI. No Check-outs will be granted after those times.
7. Please remember, when your student misses school, their work needs to be made up within 5 days of the absence to get full credit for the work.
8. Parents and guardians, we encourage you to stay in touch with your student's teachers. Email or call with concerns that you may have, and attend parent-teacher conferences when possible.
9. Parents, guardians, and students should check PowerSchool for updated grades.

## Important Calendar Dates

| Event                                                                                                                                                                                                       | Date                                                                                                                                                                                              |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Back to School Night: 3rd and 4th Grades                                                                                                                                                                    | August 18 - 4:00 p.m.                                                                                                                                                                             |
| Back to School Night: Grades K - 2nd                                                                                                                                                                        | August 18 - 5:00 p.m.                                                                                                                                                                             |
| First Day of School K-4th Grades<br>*Kindergarteners will attend the first 3 days of school<br>8:55 am - 11:20 a.m. Transportation is provided in<br>the morning, parent pick up is required at 11:20 a.m.* | August 19<br>1st-4th Grades: Normal Day<br>Kindergarten: 8:55 a.m. - 11:20 a.m.                                                                                                                   |
| Preschool Open House - 3 Year Old Class                                                                                                                                                                     | August 26<br>10:00 a.m. - 11:00 a.m.                                                                                                                                                              |
| Preschool Open House - 4 Year Old Classes                                                                                                                                                                   | August 27<br>10:00 a.m. - 11:00 a.m. ( T & Th class)<br>1:00 p.m. - 2:00 p.m. ( M-Th Class)                                                                                                       |
| First Day of School Preschool                                                                                                                                                                               | September 1<br>4 Year Old Class - 9:00 a.m. - 11:30 a.m.<br>Two days a week class: Tuesdays and Thursdays<br>4 Year Old Class - 12:00 p.m. - 3:00 p.m.<br>Four days a week class: Monday-Thursday |
| First Day of School Preschool                                                                                                                                                                               | September 2<br>3 Year Old Class - 9:00 a.m. - 11:00 a.m.<br>Mondays and Wednesdays                                                                                                                |
| Preschool Open House - Early Start Program                                                                                                                                                                  | September 2<br>9:00 a.m. - 11:00 a.m.                                                                                                                                                             |
| Labor Day - No School                                                                                                                                                                                       | September 7                                                                                                                                                                                       |
| School Picture Day                                                                                                                                                                                          | September 17                                                                                                                                                                                      |
| Parent-Teacher Conference by Appointment<br>Scholastic Book Fair                                                                                                                                            | October 7 and 8<br>4:00 p.m. - 8:00 p.m.                                                                                                                                                          |
| Fall Break                                                                                                                                                                                                  | October 15-16                                                                                                                                                                                     |
| Last Day of Term 1                                                                                                                                                                                          | October 22                                                                                                                                                                                        |
| Professional Learning - No School                                                                                                                                                                           | October 23                                                                                                                                                                                        |
| School Picture Retake Day                                                                                                                                                                                   | November 4                                                                                                                                                                                        |
| Thanksgiving Break                                                                                                                                                                                          | November 25 - 27                                                                                                                                                                                  |
| Christmas/Holiday Break                                                                                                                                                                                     | December 21 - January 1                                                                                                                                                                           |

|                                          |                                             |
|------------------------------------------|---------------------------------------------|
| Last Day of Term 2                       | January 8                                   |
| Professional Learning - No School        | January 15                                  |
| Martin Luther King Jr. Day - No School   | January 18                                  |
| Parent Teacher Conference by Appointment | February 10 and 11<br>4:00 p.m. - 8:00 p.m. |
| Parent-Teacher Comp Day - No School      | February 12                                 |
| President's Day - No School              | February 15                                 |
| School Picture Day - Spring Session      | February 25                                 |
| Last Day of Term 3                       | March 18                                    |
| Professional Learning - No School        | March 19                                    |
| Spring Break                             | March 29 - April 2                          |
| End of Level Testing Window              | TBD                                         |
| Last Day of School - Kindergarten        | May 26? - Time TBD                          |
| Last Day of School - 1st - 4th Grades    | May 27<br>Early out day at 11:30 a.m.       |
| Professional Learning - No School        | May 28                                      |
|                                          |                                             |

### Administration, Faculty, and Staff

| South Summit Elementary      |                    |                                   |                    |
|------------------------------|--------------------|-----------------------------------|--------------------|
| <b><u>Administration</u></b> |                    | <b><u>Teachers</u></b>            |                    |
| Principal                    | Lisa Flinders      | <b>Third Grade:</b>               |                    |
| Counselor                    | Julie Reidhead     | Sue Marchant                      | Lady Castaneda     |
| Social Worker                | TBD                | Megan Staples                     | Angela Scafuru     |
| Literacy/Math Specialist     | Hillary Burningham | Rebecca Jensen                    |                    |
| Secretary                    | Jill Hancock       |                                   |                    |
| Secretary                    | Shelby La Fay      | <b>Fourth Grade:</b>              |                    |
|                              |                    | Brittney Dalton                   | Angela Scafuru     |
|                              |                    | Courtney Thomas                   | Lady Castaneda     |
|                              |                    | David Taylor                      |                    |
|                              |                    | <b><u>Content Specialists</u></b> |                    |
| <b>Preschool:</b>            | Chalise Provost    | Ronda Bristol                     | Hillary Burningham |
|                              |                    | Mandy Keddington                  | Pat Jones          |

|                                                                                                                                                                                                                           |                                                                                                                |                                                                                                                                                                                                                                      |                                                                            |                                                                                                                 |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------|
| <b>Kindergarten:</b><br>Lindsey Kearney<br>Kelli Woolstenhulme<br><br><b>First Grade:</b><br>Jayden Rogers<br>Monica Zenger<br>Mark Whitmore<br><br><b>Second Grade:</b><br>Shelly Bess<br>Solveig Querry<br>Karma Bonner | Nicole Eaglin<br>Cheryl Pulver<br><br>Savannah Bess<br>Carolyn Simkins<br><br>Carolyn Simkins<br>Savannah Bess | Heather Swanson<br>Holly Groves<br><br><b>Special Education:</b><br>Susan Barrett<br>Danielle Katterman<br>Dawnell Anderson<br><br><b>Coaches:</b><br>Lorie Miner<br><br><b>Technology/Assessment:</b><br>Cindy Butterfield          | Natalie Whitmore<br>Chyanne Hancock<br><br>Malynda Ivory<br>Misty Blazzard |                                                                                                                 |
| <b><u>Educational Support Professionals</u></b><br>Kat Rubush<br>Abigail Frick<br>Sara Lynch<br>Madison Moench<br>Shantai Anderson<br>Brienne Fisher<br>Louise Hardy<br>Sue Robinson                                      |                                                                                                                | <b><u>Custodians/Nurses/ Nutrition</u></b><br><b>Custodians</b><br>Andy Benitz<br>Arisbeht Rodriguez<br><br><b>Nurses</b><br>Jolie Bonderant<br>Amanda Kasza<br><br><b>School Nutrition</b><br>Lori Snegtriv<br>Shami Wolf - Manager |                                                                            | Tyrone Gortat - Head<br><br><br>Jorja Isakson<br>Amanda Monaco - Head<br><br>Ronda Mondragon<br>Jillian Tillett |

### Lost and Found

Personal belongings such as coats and backpacks should be labeled for easy identification. Lost items will be placed in the Lost and Found bin located in the 4th Grade hallway of the school. Lost and Found items will be taken to local charities 3 times yearly (after Parent Teacher Conferences and at the end of the year) so parents and students are encouraged to check the Lost and Found frequently for missing items.

### School Community Council

The Utah State legislature mandates the formation of a school community council at every school building. Our site council is composed of the school principal, six parents and two teachers. The site council reviews building test scores and formulates a school improvement plan considering test results. We receive a significant amount of funds from the Utah LAND Trust. These funds are allocated under the direction of the Community Council. Community Council members are elected in August. If you are interested in running for a position on this council, please take your application into the school office at any time during the year. Applications can be found on the district website. [School Community Council Link](#)

### Parent Teacher Organization (PTO)

The parents and community have chosen to have a Parent Teacher Organization represent our school. Our PTO is a crucial part of our school community. They work with the school to provide educational and fun activities for students as well as support our teachers and staff members. We invite all parents to become active members of the PTO by joining at the beginning of the year. Please call the school for more PTO information. [PTO Link](#)

### Family Educational Rights and Privacy Act

The Family Educational Rights and Privacy Act (FERPA), a federal law, requires South Summit School District, with certain exceptions, to obtain parental written consent prior to the disclosure of personally identifiable information (PII) from a student's records. However; the district may disclose appropriately designated "directory information" without written consent, unless the parents have advised the district to the contrary. The primary purpose of directory information is to allow South Summit to include this type of information in school publications. FERPA information is available at [FERPA](#). Parents can access student records upon request.

## II. ACADEMICS & CITIZENSHIP

South Summit Elementary School is a standards referenced and teaching school where our goal is to instruct and measure student competency in both academics and citizenship. In accordance with Utah Board of Education Rule R277-700-3, we “place an emphasis on a student’s mastery of course material rather than completion.” Our teachers have developed proficiency scales for each standard in their disciplines to indicate student growth and competency. The following chart is a basic guide to indicate student proficiency. Our goal is to help all students reach a level three or higher. Currently, as we move towards this goal, grades will reflect 40% of what could be referred to as practice opportunities and 60% as assessment/performance. (See specific teacher disclosures to see how each class will define these.)

Additionally, students will be assessed at the beginning of the year (BOY), middle of the year (MOY), and end of year (EOY) in mathematics and reading to measure growth and progress. Below, you will find a general proficiency skill rubric and Citizenship grading scale.

## South Summit Elementary School Assessment Proficiency Expectations

| 4. Advanced                                                                                     | 3. Proficient                                                                                                              | 2. Emerging                                                                                                                       | 1. Beginning                                                                                    |
|-------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------|
| The student has demonstrated proficiency and can apply knowledge above and beyond the standard. | The student has mastered the standard<br> | The student is able to demonstrate some understanding of the concept required by the standard but lacks proficiency in key areas. | The student has difficulty demonstrating understanding and needs support to complete key tasks. |

Teachers will send a Report Card home every term with the student. Parents are encouraged to utilize PowerSchool to monitor grades and attendance. There are four terms in a school year. It is critical for parents to view report cards and contact teachers with questions and/or concerns. Parent Teacher Conferences are a great opportunity to discuss academic growth/progress or other student concerns. Parents are encouraged to contact their child's teacher at any time they have a question and/or concern.

### III. STUDENT SERVICES & ACTIVITIES

#### School Lunch and Breakfast

SSES provides nutritious and well-planned meals for both breakfast and lunch. The cost of lunch is \$2.75 per meal and breakfast is \$1.75. For breakfast, students can enter the cafeteria from the outside doors beginning at 8:30 a.m.

District policy requires that meals be paid in advance. Outstanding lunch balances may be paid at the office via check/cash or online.

To apply for free or reduced lunch, visit the office, or complete the online form by visiting <https://www.ssummit.org/child-nutrition-services>.

#### Guidance and Counseling

Students are encouraged to visit with the counselor for personal guidance, information on grades, class scheduling, study help, etc. The counselor is available to discuss any home, school, or social-emotional concerns. The counselor will be visiting classrooms at various times throughout the year to give students information regarding good choices, mental health and well-being, and other topics of discussion as needed.

### Mindfulness Room

South Summit Elementary School believes that all students have the right to learn in a safe and orderly environment. To facilitate this goal, the school has created “The Mindfulness Room.” The goal for this room/place is to give students age-appropriate social emotional support in a positive environment outside the regular classroom. Students can have access to a safe and pleasant place to decompress, think, relieve stress, regroup, etc. Students will have access to a calm, non-judgemental setting with support provided from trained adults and counselors.

### Special Needs

Special instructional services will be provided to students who have learning disabilities in the regular classroom setting because of a physical impairment, emotional, or cognitive disability. Teachers monitor students for needs through a referral process known as the Student Study Team. For additional information regarding Special Education Services, please visit the district website: <https://www.ssummit.org/page/sped>

### Section 504

Any person having inquiries concerning the district’s compliance with the regulations implementing Title VI, Title IX, The Americans with Disabilities Act (ADA) or Section 504 is directed to contact the school administration who has been designated by the school to coordinate efforts to comply with the regulations regarding nondiscrimination.

### Student Leadership

South Summit Elementary is proud of our Fourth Grade Leadership Team. One student from each fourth grade class is elected by their peers and one student is appointed by the teacher. They are models and examples of our School Mission Statement: (LEARN) and follow our schoolwide rules and expectations. The leadership team contributes to the community assemblies, helps with student activities, are mentors and examples to other students, and provide service. If a student currently serving on the Leadership Team receives an Office Referral, he/she could be removed as determined by the administration.

## IV. HEALTH & SAFETY

### Emergency Contact

Each year, we ask parents to complete an emergency section in an online registration for their student. (Information often changes due to job changes, moves, etc.) In case of illness or injury, we need to be able to reach parents or have written permission to release your student to an emergency contact of your choice if we are unable to contact you. We need to be aware of medical conditions to ensure proper care of your student. Let us know of any new medical conditions your student may be diagnosed with during the school year (such as allergies). Call the district nurse if you need to consult with her about any medical conditions. Call the office to update the online information as changes occur.

### Volunteers

All adult volunteers/visitors must check in at the main office. All volunteers MUST complete a background check through our district. You can contact Lucinda Josie via phone (435)783-4301 or email [lj Josie@ssummit.org](mailto:lj Josie@ssummit.org) to schedule an appointment.

Disruptions to the educational process preclude younger visitors like siblings of students.

We prohibit students from bringing friends and relatives who are not enrolled in our school.

### Student Check-Out and Release

Because of heightened security measures, students will not be released to anyone other than their parent/legal guardian or emergency contact listed on the school emergency form unless prior written notice has been given to the school. Students must be signed out at the school office. Parents are NOT allowed to retrieve students from any part of the building or playground. Students will be called to the office where parents may then pick up their student. If students do not check out at the office, the absence will be unexcused. When a student checks out and leaves the school for a legitimate purpose and then returns to school later in the day, he/she is required to check in at the office.

For other information regarding the school responsibilities, response to truancy grades K-4, due process, and unenrollment after ten consecutive truanancies, see the full district policy.

### Building Safety

In order to avoid unseen hazards, there should be no running and chasing in the hallways. Any form of skateboard or rollerblades are prohibited on campus. Motorized vehicles such as scooters, etc., driven by school-aged students, are also prohibited. Emergency protocols, drills for fire, earthquake, shelter in-place, and intruder/violence/lockdown situations are conducted on a regular basis.

### Inside/Outside Recess Determination

South Summit Elementary School is located at the gateway to the Uintas. The weather can often be less than warm. Students will be expected to come to school dressed to go outside during recesses. Students will be kept inside when weather conditions are hazardous or potentially hazardous to students' safety and welfare.

### Reporting Injury or Illness

All injuries, illnesses or personal injury problems should be reported to a teacher. If a student is unable to attend class, then he/she should report to the office immediately. At that time a parent will be contacted.

### Immunization, Medication, and Illness

**Immunization:** The district nurse will notify students of state-mandated requirements needed for entry into Kindergarten. State law requires that students who do not have current immunizations be excluded from school until they are in compliance or have an immunization exemption form on file. (These forms may be obtained at

<https://immunize.utah.gov/immunization-exemptions/> once the module is completed the certificate must be brought to the office. This can be in the hard copy format or emailed to the front office.)

New students are required by the state to show an official birth certificate, proof of immunization, or completed exemption form before they can attend class. Please check with the office staff if you have questions about this policy. If you have questions or concerns about health, safety or medical information you may call the school district registered nurse, Amanda Monaco at 435-783-4301 or email [nurses@ssummit.org](mailto:nurses@ssummit.org).

### **Medication - Policy 6024:**

- A. The administration of medication to the student while at school should be a rare occurrence. It is suggested that parents and physicians work together to avoid this situation (some medications can be given before and after school or in a time-released form.) However, there are circumstances that require the administration of medication in the school setting. The appropriate personnel will evaluate each request individually. The school at any time following actual notice to the student's parent/guardian may withdraw authorization for administration of medication by school personnel. In order to receive medication at school, the student must have already received a dose by the practitioner and/or parent/guardian with no issues. Secondary students, 5th – 12th grade, may possess and self-administer medications under certain circumstances.
- B. The term medication, under this policy, refers to a substance that is used to treat a medical condition. It does not include prohibited, illegal substances, and/or self-care items such as lip balm, sunscreen, contact solution, lotion, cough drops, etc.

**Illness:** There are times when a student does not feel well or an injury occurs during school hours. If either such event happens, we have staff that will do all within reasonable limits to ensure every student's need has been met.

Illnesses requiring exclusion from school include: fever, diarrhea, vomiting in the last 24 hours, not feeling well, rash with fever, rash with discharge, eyes with thick or colored discharge. Some communicable illnesses require treatment before returning to school or a note from the doctor. Each case may be treated on an individual basis.

**Health Screenings:** In accordance with state law, the Elementary School will conduct screenings for vision, and hearing. The district nurse will conduct vision screenings, and the speech-language pathologists will conduct hearing screenings for all grades. If you want your student excluded from any of these screenings, you need to send a written note to the office annually, otherwise your student will be screened. A referral letter will be sent to you if your student does not pass the screenings. It is up to you to then have your student evaluated further by your healthcare provider. The nurse can help with financial resources for those in need of some assistance. Screenings are not for the purpose of diagnosis but rather to identify those children who need further evaluation.

## V. GOVERNING POLICIES

### Student POLICIES

There is not adequate room in this handbook to cite the entire text of every policy. A brief policy statement is given with additional information where it is applicable. A policy handbook, which includes all text, is available on the district webpage.

### Student Attendance

#### POLICY 6005, 6006

##### **I. Attendance Policy Statement:**

The South Summit Elementary School Staff believes that learning is an ongoing process with each concept built upon those that preceded it and supporting those that follow; that each concept is important and necessary in the learning/mastery process, and that no concept should be disregarded or omitted because of absences or for other reasons. Our staff believes in order for the student to fully benefit from the educational opportunities provided by the district and the individual schools, he/she must be in regular attendance.

Few factors will have greater influence on students' educational success than regular attendance and punctuality, and few will influence as much their future success in the workforce as the dependability and responsibility acquired from the habit of regular, punctual school attendance.

It is the policy of the South Summit School District to promote regular attendance. All students are expected to be in class on time every school day, in every class.

School/Parent Partnership Attendance Expectations:

- A. We will work hard to ensure that your child is learning, happy, supported, and safe at SSES. If your child is expressing concerns about school, please contact the school so that together we can problem-solve the concern. We don't want a student missing school because there is something bothering them that we can remedy through communication.
- B. When your child is absent, please call the school office within two days from the absence and let us know the reason you are excusing them from school:
  - a. an illness, which may be either mental or physical;
  - b. a mental health day;
  - c. the death of a family member or close friend;
  - d. an approved school activity;
  - e. a medical, dental, or orthodontic appointment;
  - f. a family emergency;
  - g. a family activity;
  - h. an absence excused through a health care or other accommodation plan, an Individualized Education Program (IEP) under the Individuals with Disabilities Education Act (IDEA), or a Section 504 accommodation plan.

- C. The decision to mark an absence “excused” is made by the school administration, consistent with this policy. Parent acknowledgement of an absence for a reason other than a reason described above does not automatically excuse the absence.
- D. Missing school work should be made up within five school days of each absence. If more time is needed, please contact the teacher as soon as possible.
- E. Parents will be notified each day if the student was absent during that day.
- F. Students leaving school during the school day are required to check out at the attendance office.
- G. To be in regular attendance, a student must be in attendance 90% of the time. When a student has missed more than five days of school, parents will be contacted by school administration. When a student misses more than 10 days, parents will be contacted by school administration and together the school and parents will design a plan for successful attendance.
- H. School Administration will reasonably accommodate a written request of a student’s parent or guardian to excuse the student from attendance for a family event.
- I. Parents and the school are committed to absences not negatively impacting the students academic progress.
- J. Under Utah Administrative Code, the District may not keep a student enrolled if the student has unexcused absences during all of the ten (10) consecutive school days.
- K. Parents wishing to have their students participate in travel or activities requiring the student to miss between four and ten (10) consecutive days of school must notify the principal. When the absence exceeds ten (10) school days, the student will be withdrawn from school unless an alternative plan has been made.
- L. All elementary school students are required by law to attend school. Students who are absent from school without permission or a valid excuse will be marked Truant, parents contacted, and the time/learning missed made up. Additional consequences can be found in the [Attendance Policy 6005](#).

## **ELEMENTARY STUDENT AT 5 TRUANCIES**

### **Notice #1: Attendance Concern Letter**

Please meet with the principal to develop a family plan to improve.

### **Notice #2: Notice of Compulsory Education**

Please meet with the principal to review improvement plan

### **Notice #3: Compulsory Education Violation (certified mail)**

Customize interventions & evaluate for potential legal response

### **Notice #4: Compulsory Education Violation (sent by certified mail)**

**DCFS or Law  
Enforcement Referral**

5 ADDITIONAL TRUANCIES



5 ADDITIONAL TRUANCIES



5 ADDITIONAL TRUANCIES



\*If the parent of an elementary aged student is referred to County Attorney - Class B Misdemeanor

# EXCUSE AN ABSENCE

1

## PARENT REQUEST

Parents must contact the school to request an excused absence and provide a valid reason.



2

## TIMING

Requests must be made before the absence or within two school days after. No requests are accepted after the term ends.

3

## VALID REASONS

The absence must meet criteria listed in the policy 6005-A. If not, it remains unexcused.

- illness (mental or physical)
- mental or behavioral health
- family death
- approved school activity
- IEP or 504 plan
- family activity or proactive appointment
- rodeo competition

\*Valid excuse does not mean a parent acknowledgement of an absence for a reason other than those listed

4

## DOCTOR'S NOTE

If a student is absent for more than five days due to illness, a doctor's note may be required.

5

## FAMILY EVENTS & HEALTH VISITS

Parents can submit a request for these absences, which may be excused without a doctor's note.

6

## EXTENDED ABSENCES

Administrators may approve longer absences if they do not harm academic progress.

7

## MAKE-UP WORK

Students must complete any missed assignments from excused absences.

8

## INCENTIVES

Schools may offer rewards for attendance.

9

## EXCEPTIONS

Administrators can make exceptions for unforeseen circumstances.

## SOUTH SUMMIT SCHOOL DISTRICT

It is the policy of the South Summit School District to promote regular attendance. All students are expected to be in class on time every school day, in every class.

## Tardy Procedures

At South Summit Elementary School, we recognize the importance of being on time. Teachers are prepared to deliver quality instruction the moment the bell rings; thus, it's critical that all students are present and ready to learn. The SSES staff will encourage students in a positive way to get to class on time; bells are in place to ensure a successful and timely start; and students are given adequate time in between classes to get to lockers, get materials, and get to class on time. To deter students from developing habits of tardiness, the following procedure will be followed:

### **Procedure:**

1. A student is tardy if he or she is not at school when the bell rings at 8:50 a.m.
2. Before entrance into the classroom, tardy students will report to the front office for a tardy slip for admittance into the classroom.

## Dress Code

As the South Summit Elementary School community strives to make our school the place to be, we should all come to school dressed for academic success. Parents, we are asking for your support with regards to our dress code. Proper dress positively affects our behavior and our learning, and sets a professional tone and positive school atmosphere. Hence, students must be dressed in accordance with the District Dress Code.

### **Hair**

- A. All students shall keep their hair clean, neatly groomed, and free from obscuring the face.
- B. Extreme hairstyles that pose safety risks, or are disruptive to the learning environment as judged by a school administrator, are prohibited.

### **Clothing and Apparel**

- A. All clothing/apparel will be neat, and clean.
- B. Clothing/apparel depicting, through words or other visual symbols, criminal activity or violence (weapons or violent action) and/or disrespect toward any race, culture, religion, sexual orientation, or gender, shall not be worn.
- C. Undergarments must be covered at all times. Clothing containing holes or cuts that expose undergarments is prohibited.
- D. Clothing that exposes the buttocks is prohibited. Tops must have a strap, unless under other specified circumstances and occasions (i.e. school dances and graduations). When standing normally with arms held at the student's sides, the shirt must cover

their midriff.

E. Clothing/apparel displaying obscene, sexually explicit, lewd, or vulgar messages, pictures, or symbols, or advertising substances a student cannot legally possess (tobacco, alcohol, illegal drugs) are prohibited.

1. Shoes must be worn at all times. Bare feet are prohibited.
2. Head coverings including hats, beanies, and caps are allowed to be worn in school buildings. Hooded sweatshirts/jackets covering the head are not permitted during regular school hours.
3. Attachments to clothing that could be considered weapons (spikes on boots, bracelets or chokers, chains on wallets, belts, etc.) are prohibited.
4. So long as tattoos contain no offensive material (i.e. criminal activity, violence, disrespect/prejudice towards any race, culture, gender, religion, or sexual orientation) they may be shown.
5. Clothing and/or appearance that school officials have reason to anticipate would materially and substantially disrupt class work or cause considerable disorder or invasion of the rights of others is prohibited.
6. Students are expected to comply with the dress code at all school-sponsored activities.

## **Enforcement**

A. The faculty/staff of each school is responsible for maintaining a safe and peaceful environment, however, the building administrator(s) deals directly with discipline and safety issues pertaining to South Summit School District Policies. A willful disregard for District policy or refusal to adhere to directives given by the administration is insubordination and is grounds for suspension or expulsion. An individual who chooses to go home will lose the opportunity to make up work missed, thus losing credit for the days missed. An administrator will handle individuals who choose to violate the Dress Code with a consequence not limited to the following, based on the severity of the infraction:

1. The individual will be warned about the violation and corrective action will take place (the individual will correct the problem or change apparel to meet the policy, etc.)
2. The individual's parent, guardian, or designee will be notified and corrective action will take place (changing apparel to meet the policy, or given the choice to go home for insubordination, etc.)

## School-wide Bully Prevention Plan

### 1. How does our school-wide expectations/rules relate to teaching bully prevention? (e.g., Respect, Kindness, Thoughtful)

•South Summit School Mission and Expectations:

Mission Statement: LEARN- Love, Engage, Aspire, Respect self and others, Never give up

Our Core Values focus on being a happy school with kindness, and respectful for one another

Rules and Expectations:

1. Follow directions from all adults
2. Speak kind words to each other
3. Keep hands, feet, and objects to self
4. Show respect to people, places and things
5. Give my best effort every day

| THE DIFFERENCE BETWEEN<br>BULLYING AND CONFLICT                                                                 |                                    |
|-----------------------------------------------------------------------------------------------------------------|------------------------------------|
| Imbalance of power, not friends                                                                                 | Equal power or friends             |
| Repeated negative actions                                                                                       | Happens occasionally               |
| Purposeful                                                                                                      | Accidental                         |
| Serious with threat of physical or emotional harm                                                               | Equal emotional reaction           |
| Strong emotional reaction from victim and little to no emotional reaction from the individual(s) doing bullying | Not seeking power or attention     |
| Attempt to gain material things or power                                                                        | Not trying to get something        |
| No remorse – blames victim                                                                                      | Remorse – will take responsibility |
| No effort to solve problem                                                                                      | Effort to solve problem            |

### 2. How do we incorporate bully prevention in teaching your school-wide expectations to students and staff?

Safe UT App

Social-emotional Learning curriculum: (Merrell's Strong Start and Strong Kids)Addressing Bullying specifically

Monthly lessons with counselor and social worker in Specialists classes

Monthly Community Assemblies

Student Leadership Team skits, modeling, verbal praise, and positive reinforcement

**3. Which curriculum do we use to explicitly teach bully prevention to all students and staff?  
When is this taught (timeline)?**

Curriculum: Merrell's Strong Start (K-2nd) and Merrell's Strong Kids (3-4th)

Timeline: Monthly advisory lessons taught by Counselor and Social Worker during Specialist classes

**4. What are some examples of the procedures for providing support to targeted students?**

|           | <b>Procedures (i.e. student support form)</b>                                                          | <b>Interventions/ongoing support</b>                                                                                                                |
|-----------|--------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------|
| Victims   | Witness Statements<br>Parent Contact<br>Behavior Contract<br>Teacher Notification<br>Seat/Class change | Access to Administration<br>Counseling Services<br>Check-ins with teachers                                                                          |
| Offenders | Witness Statements<br>Parent Contact<br>Behavior Contract<br>Teacher Notification<br>Seat/Class change | Structured Lunch & Recess<br>Behavioral Contract<br>Referral to the SST Team<br>Check-in/check-out<br>Daily Behavior Tracker<br>Student Growth Plan |

**5. Our school's reporting system if administrators, teachers, or staff encounter bullying:**

Staff members complete Office Referral in a timely manner and report to administration and details entered in PowerSchool.

**6. How do students, parents, or other patrons report bullying or other anti-social behaviors?**

- IMMEDIATELY contact school administration via phone, in-person, and/or email
- Safe UT App

**7. How are these reporting channels communicated clearly to parents?**

•Parent and Student Handbook, Back-to-School Night, SSE APP, and Text Alerts

**8. How does our school respond to reports of bullying or other antisocial behaviors?**

Administrative Response Investigation Protocol

**9. Do we report behavior issues that are significant or persistent in PowerSchool, Safe Schools and to School Resource Officers? Yes**

**Safe and Orderly Schools / SSES School Expectations Plan**

**[Policy 6029 & Procedures 6029A](#)**

**Rationale:** South Summit Elementary School is striving to provide an educational environment of the highest quality, an environment that is safe, supportive, and orderly, and one in which all students can learn and grow. To accomplish this, we must maintain proper discipline. We plan to reward positive behavior and modify negative behavior. An essential element of this plan is that behavioral expectations are established and clearly understood by all students. The focus of student discipline is to have students accept the responsibility and the consequences of their actions.

In order to assist students in the pursuit of quality education, we have established general expectations for student behavior. We operate under the guiding principle that all students are responsible for their choices, actions, and behavior. If a student's choices, actions, or behavior are in violation of these established rules, there will be consequences.

South Summit Elementary School will train and teach students our expectations. We will encourage students to practice self-discipline and understand their responsibilities as citizens of South Summit Elementary School.

South Summit Elementary School needs every parent as a partner; and, working together, we can ensure the mutual success of our students. When we disengage from each other or blame each other, communication breaks down and success becomes very challenging. Let's recognize that neither entity is perfect and that we are both doing our best. Let's listen, assume good intent, make a plan together, and then move forward.

## South Summit Elementary School Expectations:



## PBIS: Positive Behavior Interventions and Supports

South Summit Elementary School will offer a learning environment where safety, responsibility, and respect prevail and where every student receives support for achieving academic goals and personal aspirations. Our Core Values: Academics, Kindness, Respect for self and Others, Dedicated Staff and Faculty and A Happy School.

## **Section 1: School-Wide Behavior Plan (Tier I)**

### **1. What is our School Mission Statement?**

LEARN:

LOVE  
ENGAGE  
ASPIRE  
RESPECT SELF AND OTHERS  
NEVER GIVE UP

### **2. What are our school-wide PBIS behavior expectations and rules of students?**

**Positive Behaviors include:**

1. Follow directions from all adults
2. Speak kind words to others
3. Keep hands, feet, and objects to self
4. Show respect to people, places and things
5. Give your best effort every day

### **3. When do we teach behavior expectations and flowchart to all students and staff?**

- Staff Teaching Week 1 of First Semester
- Staff Teaching/Re-teaching Schedule: Week 1 of Second Semester

### **4. What is our Tiered PBIS reinforcement system?**

Positive Behavioral Interventions and Supports (PBIS)

Positive Behavioral Interventions and Supports (PBIS) is an evidence-based three-tiered framework to improve and integrate all of the data, systems, and practices affecting student outcomes every day.

PBIS creates schools where all students succeed and is part of our anti-bullying program.

The three components/tiers of PBIS:

1. Tier 1 practices and systems establish a foundation of regular, proactive support while preventing unwanted behaviors. Schools provide these universal supports to all students, school-wide.
  - A. Examples of South Summit Elementary's Tier 1 supports: MVP, Community Assemblies, Student Leadership, Monthly social wellness lessons taught by counselor/social worker, Weekly Manners taught and positively reinforced by classroom teacher/staff, Mindfulness Room, etc.
  - B. School-wide Incentive Programs:  
Monthly Positive Reinforcement Systems

School wide quarterly incentives  
Student attendance recognition

2. Tier 2 practices and systems support students who are at risk for developing more serious problem behaviors before those behaviors start. These supports help students develop the skills they need to benefit from core programs at the school.
  - A. Examples of Tier 2 supports: Check-in, Check-out program, Student Growth Plan, Counseling small groups, Therapy Dogs, Response to Intervention support, School social worker, Think Time, etc.
3. At Tier 3, students receive more intensive, individualized support to improve their behavioral and academic outcomes. At this level, schools rely on formal assessments to determine a student's need.
  - A. Examples of Tier 3 supports: School Psychologist, University of Utah Partnership Counseling, Behavior Specialist referral and support, and Behavior Intervention Plans (also known as BIPs), etc.

Schools are established for the benefit of all students. Learning to exhibit appropriate behavior is a major benefit of the school experience, which helps prepare individuals to function successfully in other social contexts outside of school. It is an essential learning in a democratic society. The educational purposes of the schools are accomplished best in a climate of student behavior, which is socially acceptable and conducive to the learning and teaching process. Student behavior which disrupts this process or which infringes upon the rights of other individuals will not be tolerated.

When a student is referred to the principal, the following course of action will be taken and an Office Referral Form will be completed and documented:

- √ **1st visit – discussion with student about problem and verbal warning**
- √ **2nd visit – discussion with student, contact parents, loss of recess**
- √ **3rd visit – discussion with student, lunch detention and/or loss of recess (contact parents)**
- √ **4th visit – discussion with student, partial day in-school suspension (conference with parents)**
- √ **5th visit – discussion with student, full day in-school suspension (conference with parents)**
- √ **6th visit – discussion with student, out-of-school suspension (conference with parents)**

**\*\*\* Depending on the severity and chronic nature of the offense(s), the consequence process could be accelerated.**

**\*\*\* Please note that all corrective action and consequences will be implemented on a case-by-case basis.**

POTENTIAL CAUSES FOR SUSPENSION and/or EXPULSION (In and Out-of-School)

1. Steals or attempts to steal school or private property
2. Causes, attempts to cause, or threatens damage or harm to school, school property, or another person
3. Threatens or possesses the use of any real, look-alike, or pretend weapon(s), incendiary devices or dangerous objects
4. Possesses, uses, sells or otherwise furnishes or is under the influence of any controlled substance
5. Possesses or uses tobacco, Vape-devices, alcohol, and/or other related objects
6. Commits an obscene act or engages in habitual profanity or vulgarity
7. Frequent or flagrant willful disobedience, defiance of proper authority, or disruptive behavior
8. Sexual Harassment
9. Observing, sharing, and/or misuse of pornographic material
10. Viewing or sharing of online violent acts, occult, abuse, explicit language or anything inappropriate for an elementary-aged student

### **Consequences for Discipline Policy Violations:**

When behaviors become problematic or chronic and are impacting safety and learning, it will become necessary for the Behavior Intervention Team to provide additional support, training, and incentives, and possibly develop a Behavior Improvement Plan.

In behavior incidents where the student is suspended, the administrator, in cooperation with the student and parents, will develop a re-entry plan.

The PBIS Team will regularly evaluate school data to determine the efficiency and effectiveness of our school-wide PBIS Plan.

For questions or concerns not addressed in the SSES Expectations Plan or for detailed information on student conduct, gangs policy, suicide prevention, site based discipline, searches, investigations, coordination with law enforcement, students with disabilities, or discipline records refer to the [South Summit School District Safe and Orderly Schools Policy and Procedures 6029-A](#).

### **Cell Phones & Other Electronic Devices**

#### **[Policy 6051](#)**

We acknowledge that cell phones and smart watches are now in common use for nearly all ages of students. **All electronic devices are to be turned off and stored in the locker during school hours.**

If there is a need to contact a parent/guardian during class time, students may use the office phone with permission from their teacher. If students are inappropriately using their phones/electronic communication devices beyond these uses, the following consequences are

in place:

- After a phone/device is confiscated and turned into the office, it can be picked up at the end of the day or a parent can come pick it up as soon as they want. Following the infraction, the phone/device can either be left home for five days or turned into the office each morning for five consecutive days. Due process will be followed.
- Refusal to turn in cell phones/devices when asked will be considered insubordination and handled by administrators along with appropriate consequences.
- Students using their cell phones to bully fellow students in any way or to share inappropriate material is unacceptable and will not be tolerated. See school behavior expectations for consequences.
- Cell phones are strictly prohibited in bathrooms and locker rooms. Use of cell phones in bathrooms or locker rooms will be treated as a violation of the law.

To ensure the safety, privacy, and well-being of all students, the use of cell phones to take photos or videos of other students while on school grounds is strictly prohibited. Even with a student's permission, capturing and sharing images or videos can pose significant safety and privacy concerns, including:

- **Privacy Violations:** Students have a right to privacy, and unauthorized photos or videos may inadvertently share personal or sensitive information.
- **Cybersecurity Risks:** Images and videos can be easily shared or misused on social media, leading to unintended exposure, bullying, or harassment.
- **Safety Concerns:** Publicly posting or sharing photos can reveal students' locations, routines, or other identifying details that may put them at risk.
- **Disruption to Learning Environment:** The act of taking and sharing photos can be a distraction and create unnecessary disruptions in the school setting.

For these reasons, students are **NOT** permitted to take, share, or post photos or videos of others while on school property. Violation of this policy may result in disciplinary action in accordance with the school's code of conduct.

**Note:** All violations to school policies are recorded in PowerSchool and tracked from year to year, including cell phone and electronic device violations. Cell phone and electronic device violations are cumulative and roll over from year to year.

### Non-Discrimination Policy

South Summit Elementary School is committed to providing a safe, respectful, and inclusive learning environment for all students. The school prohibits discrimination, harassment, or retaliation based on race, color, national origin, sex, disability, religion, sexual orientation, gender identity, or any other status protected by law.

All students have the right to participate fully in school programs, activities, and services without fear of discrimination. Concerns or reports of discrimination should be brought to the attention of a school administrator, counselor, or the district's resource officer, who will ensure that each report is taken seriously and addressed promptly.

Our goal is to foster an environment where every student feels valued, supported, and respected.

## Your Right to a Safe School

### Title IX

Title IX is a federal law that says no one can be treated unfairly or denied participation in school programs or activities because of their sex or gender. This includes protection from **sexual harassment** and **sexual assault**.

**Sexual harassment** can include:

- Unwanted sexual comments, jokes, or gestures.
- Touching, grabbing, or other physical contact of a sexual nature without consent.
- Sharing or showing sexual images or messages.
- Any behavior that makes you feel unsafe, uncomfortable, or embarrassed because of your sex or gender.

**If this happens to you or someone you know:**

1. Tell a trusted adult at school—this could be a teacher, counselor, or administrator.
2. You can also report it directly to the school's **Title IX Coordinator**:
  - **Name:** Stephanie Clegg
  - **Email:** sc1@ssummit.org
3. Reports can be made in person, by phone, in writing, or by email. You may report at any time, even outside school hours.

**You have the right to:**

- Be taken seriously.
- Have your report investigated promptly.
- Be protected from retaliation for speaking up.

At South Summit Elementary School, we want everyone to feel safe, respected, and supported. If something happens, we are here to listen and help.

## Acceptable Use Policy

Every year, students and parents must sign the Acceptable Use Agreement before using school computers or the internet.

### **You may use school technology to:**

- Do research and complete school assignments.
- Communicate appropriately with others for school purposes.

### **You must:**

- Use devices for learning only.
- Protect your password and never use someone else's.
- Use time, storage, and printing wisely.

### **You may NOT:**

- View, send, or share anything violent, hateful, or sexual.
- Download or use illegal or unlicensed software.
- Spread viruses, hack, or bypass security.
- Share personal information.
- Bully, harass, or send mean, threatening, or false messages.
- Change or delete files that aren't yours.
- Copy or share copyrighted material without permission.
- Pretend to be someone else online.
- Use school devices for personal profit, advertising, or political lobbying.

**Remember:** Using school technology is a privilege and can make learning more meaningful. By violating the acceptable use of technology, you will potentially lose the privilege of having the use of a device at school.

### Bus Safety – 3 Simple Rules

1. **Follow Directions** – Listen to the driver and follow all instructions the first time.
2. **Stay in Your Seat** – Sit facing forward, keep the aisle clear, and keep hands, feet, and belongings to yourself.
3. **Be Respectful & Safe** – Use kind language, keep your voice down, and never do anything that distracts the driver.

**Remember:** Riding the bus is a privilege—unsafe or disrespectful behavior may result in losing that privilege.

If any issues arise on the bus or you have any transportation concerns, please call the bus garage at 435-783-2373.

[District Transportation Policies.](#)

### Emergency Procedures & Student Safety

South Summit Elementary School follows a District-approved **Emergency Response and Prevention Plan** to ensure the safety of all students and staff. Our district uses the “I Love You Guys” Foundation for our district wide standard response protocol. [Standard Response Protocol](#)

- **Safety Planning & Training:** Our plan is developed with input from administrators, teachers, local law enforcement, and other safety experts. All staff and students receive annual training and participate in regular drills (hold, secure, lockdown, evacuate/fire, shelter/earthquake).
- **Emergency Drills:** We practice [Standard Response Protocols](#) to prepare for situations such as Hold, Secure, Lockdown, Evacuation, and Shelter.
- **Closures & Notifications:** In the event of an emergency or unexpected closure, families will be notified through our school’s communication systems. Make sure that each parent or guardian text **YES or Y to 67587** to opt-in to our district level text notifications. Communication will be delivered via text and email to emergency contacts listed in Powerschool. If emergency contact information changes throughout the school year, please call our office to update that information.
- **Reunification Procedures:** We practice [The Standard Reunification Method](#) from the “I Love You Guys” Foundation.

Circumstances may occur at the school that require parents to pick up their students in a formalized, controlled release. The process of controlled release is called a reunification and may be necessary due to weather, a power outage, hazmat event, danger outside the school or if a crisis occurs at the school. The Standard Reunification Method is a protocol that makes this process more predictable and less chaotic for all involved. Because a controlled release is not a typical end of school day event, a reunification may occur at a different location than the school a student attends. If this location is another school, then those students may be subject to a controlled release as well.

- **NOTIFICATION:** Parents may be notified in a number of ways. The school or district may use its broadcast phone or text message system. In some cases, students may be asked to send a text message to their parents. A reunification text message from a student may look something like this: “The school has closed, please pick me up at 3:25 at the main entrance. Bring your ID.”
  - **PARENT/GUARDIAN EXPECTATIONS:** If a parent or guardian is notified that a controlled release and reunification is needed, there are some expectations they should be aware of.
    - First, bring identification. That will streamline things during reunification.
    - Second, be patient. Reunification is a process that protects the safety of the student, and provides for an accountable change of custody from the school to a recognized custodial parent or guardian. Students will **ONLY** be released to a parent, guardian, or emergency contact listed on their Powerschool forms.
  - **WHAT IF A PARENT CAN’T PICK UP THEIR STUDENT?** When a parent can’t immediately go to the reunification site, students will only be released to individuals previously identified as a student’s emergency contact. Otherwise, the school will hold students until parents can pick up their student.
  - **REUNIFICATION CARDS:** For parents, there are a couple of steps. If a parent is driving to the school, greater awareness of traffic and emergency vehicles is advised. Parents should park where indicated and not abandon vehicles. Parents are asked to go to the Reunification “Check-In” area and form lines based on the first letter of their student’s last name. While in line, parents are asked to fill out a reunification card. This card is perforated and will be separated during the process. Some of the same information is repeated on both the top and bottom of the card. Parents are asked to complete all parts of the card. In the case of multiple students being reunited, a separate card for each student needs to be completed.
- **Annual Review:** The school’s safety plan is reviewed regularly and updated as needed to ensure best practices are followed.

Our goal is to provide a safe, organized, and calm response in any emergency, keeping students secure until they can be safely reunited with their families.

The Standard Protocol is listed below. It outlines the drills and the actions during those drills to keep staff, students and anyone who might be in the building safe.

# IN AN EMERGENCY TAKE ACTION



## **HOLD! In your room or area. Clear the halls.**

### **STUDENTS**

Clear the hallways and remain in room or area until the "All Clear" is announced  
Do business as usual

### **ADULTS**

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



## **SECURE! Get inside. Lock outside doors.**

### **STUDENTS**

Return to inside of building  
Do business as usual

### **TEACHERS**

Bring everyone indoors  
Lock outside doors  
Increase situational awareness  
Do business as usual  
Take attendance



## **LOCKDOWN! Locks, lights, out of sight.**

### **STUDENTS**

Move away from sight  
Maintain silence  
Do not open the door

### **ADULTS**

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



## **EVACUATE! (A location may be specified)**

### **STUDENTS**

Leave stuff behind if required to  
If possible, bring your phone  
Follow instructions

### **ADULTS**

Lead students to Evacuation location  
Account for students and adults  
Notify if missing, extra or injured students or adults



## **SHELTER! Hazard and safety strategy.**

### **STUDENTS**

Use appropriate safety strategy for the hazard

#### **Hazard**

Tornado

Hazmat

Earthquake

Tsunami

#### **Safety Strategy**

Evacuate to shelter area

Seal the room

Drop, cover and hold

Get to high ground

### **ADULTS**

Lead safety strategy  
Account for students and adults  
Notify if missing, extra or injured students or adults