



## SCHOOL VISITORS:

Because the safety of our students (your children) and employees are a top priority, all visitors, including parents, must sign in the main office, present a picture ID with office personnel, and obtain a visitor's badge/pass. **Visitors are not allowed to be inside the school without a visitor's pass at any time. Anyone without a pass will be directed to the office to obtain one.** Failure to comply will result in the administration taking your behavior as a serious safety incident.

### Texas Education Code

**37.107. TRESPASS ON SCHOOL GROUNDS.** *An unauthorized person who trespasses on the grounds of any school district of this state commits an offense. An offense under this section is a Class C misdemeanor.*



## SCHOOL EMERGENCY PREPARENESS

- **Be sure emergency contact information is current and correct.** Contact the school immediately whenever your work, home or cell number changes.
- **Keep the school nurse informed** of any medical conditions or physical limitations your child may have or medications your child may be taking. Provide the necessary medical supplies and medication for daily use and an additional supply to carry your child through an emergency.
- **Identify who is authorized to pick up your child** if you are not able to respond. Make sure their contact information is current and correct. Please understand your child will only be released to parents and persons identified on the emergency contact list. It is important to notify the school if you are going through any legal matters: *Custody Issues, Protective Orders, Guardianship*
- **Make sure your child knows their parent or guardian's name, address and phone numbers.** If there is only one parent or guardian, your child should have contact information for a second responsible adult.
- **Talk with your child about the importance of remaining calm and following instructions** in the event of an emergency. If an emergency occurs while they are at school, their teacher will provide them with appropriate instructions and information.
- **Explain that cell phones should not be used during an emergency.** Emergency responders will depend on cell phones for communication. If students and parents are trying to contact each other, cell phone circuits may become overloaded, interfering with the ability of emergency personnel to communicate vital information.
- **Whenever you are on school grounds, remain alert to activity in and around the school.** Report any suspicious activity to school administration so they can investigate.

## RESPONDING TO AN EMERGENCY

The most helpful parental responses to a school emergency are to remain calm and wait for accurate information. It is important for you to understand that, during such an event, individual schools and emergency responders have made preparations to deal with these incidents.

- Please do not call the school. It is essential to keep phone lines open so school officials can make outgoing emergency calls.
- Please do not go to the school. As we have learned from past school emergencies, one of our greatest challenges is how to manage parents and concerned citizens rushing to the scene to "help." By doing so, parents can inadvertently create traffic jams that may block emergency responders from getting to the scene or leaving if necessary to transport injured staff or students to emergency medical facilities.
- Remain calm, follow procedures, and cooperate with school and public safety officials.
- Remain close to the phone listed as your emergency contact number.
- Tune in to reliable radio or television stations for updates.
- Obtain current information about the incident from the district website at [www.clint.net](http://www.clint.net)
- Understand that emergency pickup procedures are different than routine pickup procedures. In the event you are notified to pick up your child at school or at the designated family reunification site, bring a photo identification card.
- Be patient. It is essential that the family reunification procedure be carried out in an orderly manner so we can protect and account for all of our students.

## PRACTICE DRILLS

Schools are required to practice emergency response procedures by conducting practice drills throughout the school year. Practice drills include; Evacuation (Fire Drill), Lock Down, Shelter In Place and Severe Weather Drills.

Please be aware that during practice drills parents will be asked to:

- Participate in the drill and follow response procedures according to the drill.
- If you arrive to the campus during a lock down drill you will be asked to wait outside the campus until the conclusion of the drill.
- If you are inside the building and are asked to go into lockdown you will not be able to leave until the drill has ended.
- If you are picking up your child from school, you will be asked to wait until after the drill has ended.

