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Summit Hill School District 161

# Parent Guide to Safe Schools



Produced in conjunction with the  
Superintendent's Board Goal 2 Advisory Committee

2020-2021 School Year

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## PowerSchool log-in

User Name \_\_\_\_\_

Password \_\_\_\_\_

## Emergency contact

Name \_\_\_\_\_

Phone \_\_\_\_\_



## Reunification Information (PLEASE PRINT CLEARLY)

Have photo identification out and ready to show school district personnel.

Student Name .....

Student Grade ..... Student Cell Phone Number .....

Name of person picking up student .....

Signature .....

Phone number of person picking up student .....

Relationship to student being picked up .....

Photo identification matches name of person picking up student? Y or N

### Parent completes:

Print Student Name Again .....

Student Grade ..... **School personnel completes upon release of student**

Student Birthday ..... TIME INITIALS OTHER

## Reunification

First, we want to thank you for your patience during this reunification. We share the same goal during this process: Getting you and your student back together as quickly as possible. The reason we're going through this is that an event has occurred at the school that mandates we personally reunite you with your child.

### Instructions

1. Please complete the information on the other side of this card.
2. Prepare identification (If you don't have ID with you, please move to the side of the line, it may take a little longer to verify your identity.)
3. Select the check-in line based on either student last name or student grade.
4. After check-in, staff will split this card and a runner will be sent to recover your student. Please step over to the Reunification Location.
5. If there has been injury or other concerns, you may be asked to meet a counselor.
6. Please don't shout at school or district staff. We'll get through this as quickly as possible.

### Parent Guardian Sign Off

I have read and understand these instructions.

Print Your Name ..... Date .....

Signature .....

## Managing the relocation experience

### Parent/guardian notification

Parents/guardians will be notified via the District's emergency messaging system by text, voice, and/or email (based on his/her preference in PowerSchool) that a reunification is needed. The specific parent check-in location at the site will be communicated.

At the site, communication centers for families will be set up. Additionally, a student assembly area and reunion area will be established. "Greeters" will direct parents/guardians to the check-in location and help them understand the process. Parents/ guardians will complete reunification cards.

### Reunification cards

While at the check-in area, **parents will be required to show ID.** Parents will then fill out a reunification card (see sample on back page of this booklet). The card is perforated and will be separated during the process. Some of the same information is repeated on both the top and separated bottom of the card. Parents will complete all parts of the card. In the case of multiple students being reunified, a separate card for each student will need to be completed.

From the check in area, parents will be directed to the reunification area. There, a runner will take the bottom half of the card to the student assembly area to locate the student or students and bring them to the student release area to be reunited with their family.

Please be aware that in some cases, parents may be advised that a law enforcement investigation is underway, and interviews may be necessary. In extreme cases, parents may be advised of medical information.



### The safety of your child

is of vital importance to us. The District 161 Board of Education addresses safety and security through its polices.

The Superintendent implements a districtwide Safe Schools Plan based on these policies and administrative protocols.

### What our schools have in place

- All doors are locked.
- Each school has a plan in place to work towards preventing bullying, harassment, physical acts of violence, and cyber-bullying.
- Open communication ensures good relationships with all community stakeholders to enable them to report concerns.
- Clear and consistently enforced discipline policies create a positive, proactive school culture that supports academic and social growth.
- All visitors and parents will need to have available their driver's license or state ID when entering our schools.
- A background check will be completed for volunteers and visitors utilizing the raptor system.
- All school employees, volunteers, and visitors will have visible identification (lanyard and badge).
- Each visitor must be buzzed into the main office. A camera takes the person's picture as he/she pushes the buzzer.
- Emergency contact is made through PowerSchool announcements, phone calls, and e-mails. Sign up for emergency alerts through PowerSchool Parent Access.
- A review of safety procedures and crisis prevention strategies are completed with all staff twice a year.

## School safety drills

School safety drills prepare students and school personnel for situations that may require an evacuation. Examples are fire, suspicious items or persons, incidents involving hazardous materials, or bomb threats.

- **Fire drills** (three per year)
- **Bus evacuation** (one per year)
- **Stay in place drill**  
Utilized when there is an internal issue (perhaps medical) which causes students to stay in place for a short period of time.
- **Law enforcement active shooter drill** (one per year on the second Institute Day)  
Staff follow specific protocol should an intruder be in the building.
- **Severe weather drills**  
Students and staff take shelter in designated areas.

## School safety terms

- **Community alert**  
An alert given by police of a potential threat in the area.
- **Lockdown**  
An alert given by police if an immediate threat in the area. During this time, classrooms remain locked, there is no movement throughout the building, and no visitors may enter the premises.

If an event requires the school to evacuate and relocate students, the District will contact parents through the PowerSchool emergency notification system.

## Bus accidents

In the event of a bus accident:

- 9-1-1 is called.
- District Office and the school are notified by the bus company.
- Personnel are dispatched to the accident.
- A school representative will contact the parent/guardian.

## Family reunification protocol

Family reunification protocol is used when circumstances require the off-site evacuation and relocation of students and staff to a site where students will be accounted for and released to their parents or guardians.

Initiating a reunification can be the result of anything out of the ordinary at the school or in the area: power outage, weather event, criminal activity in the area, or active violence at the school.

Should an emergency arise while school is in session, please know that our schools have prepared to respond effectively to such situations.

During emergencies, parents and friends often rush to the school incident site to check on the safety of students and staff. The resulting blockage of streets and large number of people can severely hamper response actions by emergency agencies.

The most effective way to prevent this chaos is to redirect concerned individuals to a site that is remote from the school and evacuate students and staff to that site.

### Remote site evacuation locations:

Arbury Hills – Body TechTotal Fitness, 19815 S. LaGrange Road

Rogus School – Walker School

Walker School – District Administration Center

SHJH – Indian Trail School

Indian Trail School – SHJH

Frankfort Square – Indian Trail School



# SEE OR KNOW SOMETHING?

## TIPS FOR SAFETY REPORTING



### HOW TO SPEAK UP

- Speak with your parents, a responsible adult or favorite teacher
- Use crime report lines that are anonymous, confidential, and discreet
- Reach out to your school officials or security/safety partners



### MAKE A DIFFERENCE

- Help everyone feel safe
- Prevent acts of threats, violence, suicide, bullying, and more
- Speed up the response by getting the report to the right people
- *Simply put, you can save lives by reporting.*



### GET OTHERS INVOLVED

- Students
- Parents
- Educators
- Administrators
- Staff
- Visitors
- Community members

## WHAT TO REPORT



Concerning Behaviors



Animal Abuse



Safety and/or Security Violations



Violence



Bullying



Disproportionate Reactions



Cyberbullying



Theft or Vandalism



Self-Harm or Suicidal Thoughts



Abuse/Sexual abuse

### GO ANONYMOUS

Anonymous reporting removes fears of retribution, being wrong, or feeling embarrassed. It instills confidence that concerns are communicated to the right people quickly. Be a part of the solution.

Safe and Sound Schools developed this resource with the generous support of ReportIt.



## Parent roles and responsibilities

- Have a backup plan in place in case of an early release day due to weather.
- Be sure to send a signed note with your student if there is a change in normal transportation procedures.
- Be sure to follow all safety procedures when entering the school.
- Ensure that updated contact information is entered in PowerSchool.

## Parent role during a crisis

- Please adhere to a police command to close off the school site.
- Each school has a crisis plan and team trained to implement the plan efficiently and effectively.
- Students will be kept at school until the crisis is determined to be over.
- Please refrain from contacting the school or local police.

## Partnership with local Police Departments

- **Communication of school incident:**  
District 161 administration works in close contact with Will County Sheriff's office and the Tinley Park, Mokena, and Frankfort Police Departments.  
Should an incident occur at one of our schools, the police will take the lead in the investigation which may lead to criminal charges being filed.  
The District conducts its own investigation which may lead to disciplinary action up to and including expulsion.  
The District coordinates with the police what information can be shared so as not to obstruct either investigation.
- **Access to buildings**  
District 161 administration has provided fobs to local police departments so that access can be obtained at any district school at any time.

## Talking with your child about safety drills

Every day we do things to keep ourselves safe like putting on a helmet before riding a bike or looking both ways before crossing a street. We stay safe at school by practicing our safety drills.

Here are some tips when talking about safety drill with your child:

- Reassure him/her that they are safe at school.
- It is very important to follow the teacher's directions.
- Practicing safety drills means that everyone will be prepared.
- Being prepared is a "just in case" plan that helps everyone feel safe.
- When we practice protecting ourselves, we don't have to worry that we won't know what to do in an emergency.

## Local area first responders

### Hilda Walker

Tinley Park Police Department (non-emergency): 708.532.9111  
Tinley Park Fire Protection District (non-emergency): 708.444.5200

### Dr. Julian Rogus

Frankfort Police Department (non-emergency): 815.469.9435  
Frankfort Fire Protection District (non-emergency): 815.469.1700

**Indian Trail, Frankfort Square, Arbury Hills and SHJH**  
Will County Sheriff's Office (non-emergency): 815.727.8575  
Frankfort Fire Protection District (non-emergency): 815.469.1700

## See Something, Say Something Reporting Suspicious Activity

To report suspicious activity, contact your local law enforcement agency.

Describe specifically what you observed, including:

- **Who** or what you saw;
- **When** you saw it;
- **Where** it occurred; and
- **Why** it was suspicious

**If there is an emergency, call 9-1-1**

## Targeted school violence prevention program

- **What is a threat?**

A threat is communication or behavior that indicates that an individual poses a danger to the safety of school staff or students through acts of violence or other behavior that could cause harm to self or others.

Threats may be direct ("I'm going to blow this place up!") or indirect ("Come and watch what I'm going to do to her."). A threat can be vague ("I'm going to hurt him.") or implied ("You better watch out.").

Sometimes students make threats that may seem funny or "just kidding", but sometimes a threat is very serious. When in doubt as to whether the statement is kidding or serious, please share with a school staff member.

- **What is targeted school violence?**

Targeted school violence includes school shootings where the school was deliberately selected as the location for the attack. In many incidents of targeted violence, offenders **communicated their intent and/or plans to others before the violence.** It is very important to create a climate that encourages sharing any information about safety concern with a trusted adult who can help

- **Reporting threats**

District staff and volunteers are required to report any expressed threats or behaviors that may represent a threat to the community, school, or self to administration. Parents/guardians and students are also encouraged to report any such threats.

Reported threats are assessed by the school's Threat Assessment Team. Each team includes people with expertise in counseling, instruction, school administration, and law enforcement. The goal of the threat assessment process is to take appropriate preventive or corrective measures to maintain a safe and secure school environment, to protect and support potential victims, and to assist as needed, the individual being assessed.

- **How staff and parents can assist**

The Building's Threat Assessment Team will provide guidance to students and staff regarding recognizing threatening or unusual behavior that may represent a threat to the community, school, or self.

Staff and parents/guardians can reinforce this guidance by discussing with students what a threat is, encouraging students not to make threats or "just kidding" statements in the first place, and reiterating that seeking help to prevent someone from getting hurt or hurting another by reporting threats is appropriate.

## How students and parents can report bullying

Bullying can be reported in the following ways:

- A confidential form; [www.summithill.org](http://www.summithill.org) (in column on right)
- The SHJH confidential hotline: 815.469.4330 option 4
- Contacting a building administrator, counselor,
- or social worker through the school office:

SHJH.....	815.469.4330
Walker.....	815.464.2285
Dr. Julian Rogus.....	815.464.2034
Arbury Hills.....	708.479.2106
Frankfort Square.....	815.469.3176
Indian Trail.....	815.469.6993

## District bullying protocol

- Bullying report received
- Investigation conducted
- Determination if incident is an act of bullying or conflict
- Administrative follow-up with victim, parents, and aggressor

[commonsensemedia.org](http://commonsensemedia.org)

**Apps and Websites Kids are Heading to after Facebook**

<https://www.commonsensemedia.org/blog/16-apps-and-websites-kids-are-heading-to-after-facebook>

## Internet Safety Protocols

Student and parent responsibilities:

- Students and parents will sign the Authorization Use Permit prior to use of a student tablet.
- Student will be trained in the common sense media program prior to use of a tablet.

## Bullying and cyber-bullying

Bullying includes cyber-bullying and means any severe or pervasive physical or verbal act or conduct, including written or electronic communications, directed toward a student or students that has or can be reasonably predicted to have the effect of:

- Placing the student in reasonable fear of harm to his/her personal property;
- Causing a substantially detrimental effect on the student's physical or mental health;
- Substantially interfering with the student's academic performance; or
- Substantially interfering with the student's ability to participate in or benefit from the services, activities, or privileges provided by the school.

Cool Tools, which are used to teach behavior expectations, are embedded in classroom instruction.

## Types of bullying

- Emotional /Social – Use of peer pressure and manipulation to isolate the target and hurt their feelings. The victim usually feels that they have not friends, no one to talk to, and no way to escape.
- Physical – Pushing, tripping, and hitting or acting like you are going to push, trip, or hit.
- Verbal – Teasing, mocking, threatening, taunting, spreading rumors, gossiping, lying about others, usually focused on outer appearances.
- Cyber – Bullying that takes place using technology or social media sites.