

SCHOOL DISTRICT #394
PO BOX 7
AVERY, ID 83802-0007
208-245-2479
averyschool@sd394.com

Parent/Student Emergency School Safety Manual

Calder Elementary and Junior High School
#1 Schoolhouse Hill Lane
Calder, Idaho 83808

Lat/Long
47.276426020238, -116.18682354792385

Emergency Telephone Numbers

911	
208-556-1114	Shoshone County Sheriff
208-245-5551	Benewah Community Hospital
1-800-632-8000	Poison Control

School Staff Members

Megan Sindt, Superintendent	208-245-2479
Sheila Cottier, Business Manager	208-245-2479
Don Watson, IT Director	208-245-2479
Renee McQuade, Teacher	208-245-2948
Sybil Lynn, Teacher	208-245-2948
Christen Harpole, Title I Para	208-245-2948
Kayla Willet, PreK Coordinator	208-245-2948
Krystal Timblin, PreK Aide	208-245-2948
Johnny Osborne, Bus Driver	208-245-2479

Building Entrance Policy

During school hours, the building will remain locked at all times. The entrance to the downstairs classroom, the double doors at the top of the stairs, fire escape doors, and both gym doors will be locked at all times. Under no circumstances will there be any exceptions to this policy. Doors will only be opened for visitors if they have school personnel approval.

Building Visitors

Visitors can notify staff members of their arrival by ringing the doorbell at the District Office or the doorbell at the upstairs schoolhouse door. Visitors to the District must check in with a staff member, sign in on the visitor log, and wear a name tag. No individual will be admitted into District buildings without having followed these steps.

Volunteers

It is the policy of this District to perform criminal history checks as required by Idaho law and to perform other types of background checks on employees or volunteers who will be working alone with children. See policy 5110.

Emergency Procedures

District staff and emergency personnel have worked together to create a comprehensive list of emergency procedures that best suit our District's unique needs and align with required school board policies. See Avery School District policy 8300.

Policies for the following emergency procedures exist and are known by all District staff and area emergency personnel:

- Hazardous Materials Spill (District Policy 8300 P1)
- Bomb Threat (District Policy 8300 P2)
- Violent Or Criminal Behavior (District Policy 8300 P3)
- Earthquake (District Policy 8300 P4)
- Propane Leak (District Policy 8300 P6)

Evacuation Policy

Should an emergency arise that requires evacuation of staff and students, parents/guardians will be notified at the earliest opportunity. It is vital that in an emergency situation, parents/guardians do not respond to the school as the situation might be dangerous.

Please be cognizant during emergency situations. Staff, students, and law enforcement will respond appropriately and notification will be sent to guardians listed as primary contacts as soon as possible. During an emergency, District phones and emails may go unanswered.

Please pay special attention to instructions in emergency situations.

Transportation and Reunification

Should transportation be needed, district buses will be used. However, under tragic and catastrophic circumstances, other agencies may assist as necessary. Agencies such as the USFS, Shoshone County, St. Joe Valley Search and Rescue, etc.

If needed, students will be relocated to a predetermined location where they will be released only to a parent or authorized person acting on behalf of the family that is listed on the student's emergency contact list. Students will not be released to any individual that is not listed on the student's emergency contact list. It is vital that parents/guardians bring photo identification to the reunification location when picking up students as someone who may not be familiar with school families may be checking parents in.

Preventative Measures

See-Tell-Now

The Avery School District utilizes the “See-Tell-Now” program through the Idaho Office of School Safety and Security. The See, Tell, Now Student Threat Reporting System (commonly referred to as a Tipline) is staffed by trained tip line technicians 24/7 call center who will receive and evaluate all tips. Tips are processed for accuracy and information. Tips that are serious or imminent danger are routed through your assigned dispatch center.

Tips are screened for accuracy, information and severity before being sent out to the assigned school point of contacts.

Student/Staff Mental Health Concerns

Student and staff mental health is of utmost priority in the Avery School District. Each year, staff participate in professional development that focuses on various aspects of adult and youth mental health concerns, identifying potential health crises, and the reporting and notification requirements associated with concerns.