



# Mt. Mahogany Elementary Safety Plan



We thought it would be helpful to share with families our comprehensive safety plan. This plan helps you know what safety drills we will be practicing throughout this year. You can also find this safety plan information on our school website. During this school year, we will conduct 9 safety drills to have students and faculty practice what we would do in the event of a real emergency. These practices and protocols also help us review what went well and what we can improve upon. Lastly, it helps us meet the state requirements for safety drills.

Alpine School District has adopted the Standard Response Protocols as detailed in the [iloveguys.org](http://iloveguys.org) program. We have detailed these protocols below with additional information unique for Mt. Mahogany.

## Standard Response Protocol

Items in **red** are only in place for actual emergencies, we will not be practicing them during a drill.



### **HOLD: Clear the Halls**

- Staff members close and lock doors and account for students and adults.
- Students are kept in a classroom or designated room in the building.
- We clear the hallways and remain in rooms or until the “All Clear” is announced.
- Business as usual,



LOCKOUT

### **SECURE: Secure the Perimeter**

- We lockout when there is a threat outside the school.
- Staff members bring everyone to the inside of the building.
- Outside doors are locked, no one in or out, increase situational awareness, take attendance.
- Business as usual.
- **Parents will be notified via email and by phone of the threat and additional reunification information if needed.**
- **Authorities will notify the school when the threat is clear.**



LOCKDOWN

### **LOCKDOWN: Locks, Lights, Out of Sight**

- We lockdown when there is a threat or danger inside the school.
- Faculty, law enforcement and district officials are notified.
- Check the hall for any students and put them into the nearest classroom.

- Lock classroom door, turn out the lights, cover windows, move away from sight, and maintain silence.
- Staff reports attendance using Mt. Mahogany's reporting system or follow up communication from the office.
- Playground supervisors will move any students on the playground to a designated safe area.
- Do not open the doors for anyone, law enforcement will open the door.
- Prepare to evade or defend.
- **Parents will be notified via email and phone of reunification information.**



EVACUATE

### **Evacuation:**

- Turnout lights, close door, door is unlocked, take phone, keys, and backpack.
- Move to designated area (see Reunification Information below), take attendance, and display red or green cards.
- **If a police evacuation is required, follow the directions of the officers.**
- **Parents will be notified via email and phone of reunification information.**



SHELTER

### **Shelter:**

- Depending on the hazard, use one of the above strategies.
- We would most likely be involved in an earthquake
  - Drop, cover and hold
  - Evacuate when it is safe, follow evacuation protocol.

## **EMERGENCY INFORMATION**

In the event of an emergency, the policy at Mt. Mahogany Elementary is to retain the students at the building when conditions are safe. Should there be a major disaster, teachers and staff members will remain at the school to care for the students. In the event that the school becomes unsafe, and depending on the threat, students will be moved to an alternate location deemed safe from the threat. Parents would be notified of reunification procedures. Please remember not to call the school if an emergency occurs. The lines will be needed for emergency communication. For a large-scale emergency, check the Alpine District website. Check your phone for messages from School Messenger or turn your radio to KSL 1160 AM for emergency announcements.

In the event of an emergency, or a reunification, students may only be released to their parents or to another authorized responsible person. Teachers and the school will keep a written record of student releases. This emergency checkout record will include the time the child was checked-out of school, by whom, and the individuals contact information. **Parents are asked to notify the school office of any changes in emergency contact information during the year (i.e. address and phone numbers).**

## **VISITORS**

All visitors are to enter the school by the West Center Entrance and must first report to the school office and check in with office personnel with their picture ID. Visitors are asked to wear a bright yellow or

neon sticker while in our building. Our teachers have been instructed not to allow visitors in the classroom without office approval. Faculty and staff will also be asking anyone without a badge to return to the office to check-in. This rule is for the protection of your child and is required by State Law. All volunteers are expected to exit the building in the event of a fire drill or an emergency. School-age children cannot participate in school activities unless registered at Mt. Mahogany.

### **SCHOOL DISCIPLINE AND CONDUCT PLAN**

Mt. Mahogany Elementary's faculty and staff are committed to the development of a positive discipline management program based upon Alpine School District Board policy #5060. Emphasis is placed upon the positive rather than the negative. Rules of discipline are developed to help ensure the learning, safety and well-being of our students and faculty.

Our philosophy is to praise the positive while placing the responsibility for unacceptable behavior upon the student. We will not accept behavior that interferes with the learning, safety, or well being of our students.

The school expects each student to follow acceptable standards of behavior as set by the Alpine Board of Education.

1. Students will not cause or attempt to cause damage to school property or attempt to steal property.
2. Students will not cause or attempt to cause damage to private property or steal private property.
3. Students will not cause, attempt to cause, or threaten to cause physical injury to another person.
4. Students will not have in their possession, sell, or otherwise furnish any firearm, knife, explosive, or other dangerous object.
5. Students will not have in their possession, use, sell, or otherwise furnish, or be under the influence of any controlled substance, alcoholic beverage, or intoxicant of any kind.
6. Students will not be in possession of or use tobacco.
7. Students will not commit an obscene act or engage in habitual profanity or vulgarity.
8. Students will not cause disruption to school activities, instructional programs or other aspects of the school day.
9. Students will not willfully defy the valid authority of school personnel.

### **DISCIPLINE PHILOSOPHY**

Our philosophy of discipline focuses on mutual respect for students, teachers, and staff. We believe that the family, faculty, staff, and students must work cooperatively to promote personal responsibility and good citizenship. It reaches beyond dealing with inappropriate student conduct and includes the development of self-discipline, order, and a healthy sense of well-being. The faculty and staff believe students and teachers have the right and responsibility to learn and teach in a non-disruptive atmosphere. All members of our school community are expected to be good citizens, take pride in their school, be respectful, be accountable, be motivated, be strong, show kindness, and treat other people as they would like to be treated.

Mount Mahogany faculty will establish and maintain a caring and safe environment in each classroom for learning in which students may experience success both academically and socially. In doing so, we will actively promote the following:

\*Each teacher will review classroom discipline policies with students and discuss the plan to deal with student behaviors that inhibit student learning.

\*Teachers will make every attempt to resolve discipline problems within the classroom. Teachers will contact parents when a pattern of disruptive behavior becomes evident and ask for a cooperative and collaborative effort to improve the situation. When an infraction occurs, situations are viewed individually. Depending on the severity and frequency of the misbehavior, teachers may:

- **Deduct points, tokens, etc. from the classroom management plan**
- **Conference with the student**
- **Give the student “think time” in a separate location to reflect on the behavior**
- **Suspend the student’s recess privileges or restrict access to other activities**
- **Request a conference with the parents**
- **Send the student to the office.**

\*If behavior problems persist, or in matters that involve bullying, stealing, or school safety, the matter will be referred to Administration for additional interventions.

\*Further interventions may include reprimand, conferences with student, teacher, and parent, behavior contracts, loss of privileges, suspension, and referral to an expulsion hearing.

## **CONDUCT STANDARDS**

Students are expected to follow these basic school and classroom rules:

- Quickly follow the directions of staff members
- Be in the proper place at the proper time
- Use appropriate language; no swearing
- Respect the rights and property of others, including school property
- Keep hands, feet, and objects to yourself
- Use inside conversation voice, no yelling
- Walk at all times inside the hallways, no running
- Use playground equipment correctly
- No throwing or kicking of snow, ice, dirt, mud
- Scooters, bikes, rollerblades, etc. are to be walked once on school grounds and are not allowed in the building

## **CONSEQUENCES**

If a student is referred to the office, the administrator may:

\*Speak with the student about his/her choice of actions, the consequences surrounding the choice made, and possible solutions to the problem created by his/her initial choice. Attempts will be made to listen to all involved. The child may be asked to call home to explain his or her behavior to parents or guardians.

\*Contact parents with regard to the situation. Parental support and participation in the problem-solving process with their child can be very beneficial for all involved. At this time, a Behavior Plan may be initiated to assist the student with appropriate school behavior.

\*Enforce an in-school suspension for a specified number of days. The students are permitted to come to school, but their instruction and completion of assignments happens at a location away from classmates. Recess and other privileges may also be suspended during the suspension.

\*Enforce an out-of-school suspension. The students are not permitted to return to school for a specified number of days and will be welcomed back following a conference with parents.

\*The school reserves the right to immediately contact police should students engage in severe anti-social or criminal behavior.

\*Students with ongoing behavior issues may require additional supports as determined by the school team consisting of administrators, parents, teachers, and other personnel.

## **OTHER SAFETY INFORMATION**

### **SECURITY CAMERAS**

For security purposes, the school has cameras installed at all of the front and back main doors, playground, cafeteria, hallways, office, and all perimeter areas of the building.

### **INTERAGENCY COLLABORATION**

School administration meets periodically with the Pleasant Grove Police Department and other safety agencies to discuss various safety & health protocols.

### **ADDITIONAL SAFETY MEASURES**

A "buzz in" secure front entry security system was installed at Mt. Mahogany in April 2020 to allow entrance to only approved members of our school community. Upon being 'buzzed' in, patrons proceed directly to the office. In addition, key card access has been installed at all exterior doors at Mt. Mahogany. Exterior doors can all be locked quickly by our office staff if an emergency occurs. Quick locks have also been installed on all interior doors which enables staff to quickly secure classroom and office doors in the event of an emergency. The door locks was the recommendation of our District Safety Coordinator, Mike Browning, and the supervisors supported this decision.

### **PARKING LOT SAFETY**

In order to maintain safety on our school campus while picking up or dropping off students in our parking lots, loading, and unloading zones, please remember the following:

**\*No Cell Phones While Driving:** Please do not use your cell phone while driving, to avoid being distracted from students who are coming or going from school. If you need to use your phone, park in a designated parking stall to keep students safe.

**\*Walk in Designated Crosswalk Areas:** Please make sure students understand the importance of walking and utilizing designated crosswalk areas. There is one in front of the school at our pickup and drop off lane, and one slightly to the north of our main entrance on 1300 W. Using these crosswalks will allow drivers to see students crossing to help them safely cross while walking in these areas. We ask that students walk in the crosswalks and never run so that they can stay safe.

**\*Do Not Park or Leave Cars Unattended in the Drop Off, Pickup, or Passing Lanes:** This will allow for more efficient loading and unloading if cars are not parked in these areas.

**\*Do Not Stop in the Passing Lane to Pick up or Drop Off Students:** Our students are small and are often hard to see. If drivers are pulling forward, they may have a hard time seeing them. After picking up or dropping off students at the curb, drivers could hit students who walk in front of them to load or unload in the passing lane.

**\*Please Pull Forward When the Vehicle in Front of You Has Picked Up or Dropped Off Their Passengers:** This will prevent slowing down other patrons behind you and will limit frustrations from other drivers having to wait.

**\*Make Sure Your Children Exit or Get Picked Up In the Passenger Side or Right Side of the Vehicle:** This will help them avoid the danger of other cars driving in the passing lane.



## SAFE WALKING ROUTES

<https://www.saferoutesutahmap.com/map/school-maps/mount-mahogany-elementary-790>

## RECESS SAFETY

During recess we have a minimum of two adults supervising at all times. Recess aides wear a yellow or orange safety vest to be easily identifiable to students. Staff members on duty are equipped with Walkie-Talkies to be in contact with administration and the office in case of an emergency or other communication needs. A first aid kit is also available to the aides as they work with students. Any volunteers and visitors must wear a sticker to be identified as a safe person.