

The Center for Creativity, Innovation and Discovery

General Safety Protocols Checklist

Students must check into the Front Office to sign in when arriving late for school (after 8:30 a.m.).

If a student is leaving school early, a parent/guardian or an individual authorized by a parent/guardian on the *Release Form* must check a child out of school in the Front Office.

All The Center for Creativity, Innovation and Discovery, (CCID) doors are locked during school hours. Parents, guardians, visitors, volunteers, and other individuals who have business with the school **must enter the school through the front doors** after administrative assistants in the Front Office have unlocked the doors. **PARENTS: DO NOT ASK STUDENTS OR STAFF TO LET YOU INTO THE SCHOOL THROUGH AN ALTERNATE DOOR, PLEASE USE MAIN ENTRANCE.**

All visitors, parents, and volunteers must check in at the Front Office, obtain Raptor Clearance and receive a **Visitor's Pass** before proceeding further. CCID faculty and staff will question a parent or visitor without a pass. If a visitor refuses to follow this procedure, a lockdown will occur and the police will be notified.

Students must follow all playground instructions as well as any specific instructions given to them by teachers or playground monitors.

Students must stand in designated areas for carpool, maintain an orderly composure, and follow any specific instructions given to them by teachers or staff.

Students should follow all instructions given to them in advance of and during emergency training for fire, earthquake, lock-down, evacuation, and other emergencies.

Students should immediately seek the assistance of the nearest teacher or staff member if the student is confused about what to do during an emergency. **In the case of a lock down, a student should go to the nearest supervised room without regard to the daily schedule or the assigned teacher.**

Students always report an emergency to a teacher or staff member before attempting to address the emergency themselves.

Parents should strictly follow all procedures related to the *Student/Parent Reunification Plan* should that plan need to be implemented.

Students should follow safety rules inside the building including, but not limited to, walking not running in the halls and open areas, ascending and descending stairs carefully, treating others and the property of others with respect and care, and following rules posted in the cafeteria or building.