



IN CASE OF A SCHOOL EMERGENCY while at school

If an emergency situation occurs while visiting one of our district facilities, please move immediately to an area supervised by a DASD staff member and follow their lead through emergency protocols.

Parents and Guardians . . .

DO NOT call or rush to your child's school or classroom. Phone lines and staff are needed for emergency response efforts.

DO NOT phone your child. Staff and students are discouraged from using cell phone communication for safety reasons.

Rely only on official communication from school or public safety officials, including information about reunification with your child.

STAY CONNECTED in an emergency



Automated phone call



Email message

Keep emergency phone numbers and email addresses current with school district (Skyward Family Access).



District website

www.deforestschools.org



Text message

*Opt-in required.
Instructions on website*

DeForest Area School District Safety

The DeForest Area School District is committed to providing a safe environment for students, staff and visitors.

The DASD Safety Steering Committee continually enhances school safety and crisis preparedness practices. This committee includes several school staff and administrators, as well as local fire, police and safety officials, to ensure our schools are well prepared in the event of an emergency.

The district maintains safety plans that reflect district standards as well as each unique building environment. Each school conducts drills throughout the school year to help students and staff prepare for possible emergencies, including fire, severe weather, and lockdowns.

Visit the DASD web site for additional information:
www.deforestschools.org



Guidelines for our Visitors



School Safety Information



DeForest Area School District

The DeForest Area School District does not discriminate on the basis of sex, race, religion, national origin, ancestry, creed, pregnancy, marital or parental status, sexual orientation, or physical, mental, emotional or learning disability or handicap in employment and its educational programs and activities.



District Communication for Emergencies

In the event of an emergency or immediate safety notice, including a school closing, delay or early release due to inclement weather, DASD staff will communicate with staff, students, parents and the community through text messages*, email, the DASD website, and automated phone calls. (*Parents and staff must opt in for text messages.)

Visiting the schools

The following information and protocols are for all visitors to our schools, including parents and guardians.

- Enter through the main building entrance and check in with office staff.
- Log appropriate visitor information before being issued a visitor badge (name, date, time in and out, vehicle license number, destination, phone number, and badge number).
- Front office staff will screen visitors before allowing entrance into academic areas of the building, and they may ask to see some form of identification. Those without identification will be asked to remain in the foyer of the office area until a principal or assistant principal can be consulted.
- Visitor badges must be worn at all times in the building and returned to the main office when leaving.
- If there is someone in the hallway without a visitor or staff badge, district staff are expected to escort him/her to the main office to complete appropriate check in procedures. If staff are uncomfortable doing so, they will call office personnel for assistance.



Field Trip Chaperones

Adults chaperoning field trips during the school day will follow school visitor protocol (report to the main office, or foyer, and sign in).

Chaperones will receive a badge identifying them as a school chaperone. This badge is to be worn at all times during the field trip.

Upon returning to the school, chaperones must sign out in the main office or foyer.

Student Pick-Up by an Adult

- Office staff will check the adult's identification to verify contact information with the district's Skyward Student Management System.
- If the adult is not listed, office personnel must make direct phone contact with a parent/guardian before releasing the student. With parent approval, office personnel will release the student and make the appropriate change in the Skyward Student Management System.
- If a parent requests that a child in grade K-8 be "sent out" to meet them in front of the school (usually to save time), office staff must deny the request. Parents are asked to come into the office so that staff can identify the adult as the appropriate pick-up person. Office staff may not leave the main office or other areas unattended to accompany students outside.

Parking at School

Please do not leave a car unattended in a "no parking" area or in the fire lanes, and refrain from idling near open windows or doors. Park only in designated areas to ensure access for emergency vehicles.

How you can help

- Ensure that your child's emergency contact information is accurate and current (Skyward Family Access)
- Follow visitor protocols
- Talk to your child about the importance of following directions given by district staff.



Parent Deliveries to their Children

Elementary schools (K-4)

Parents are strongly encouraged to leave items with office staff for delivery to classrooms. This lessens disruptions to instruction.

Secondary schools (5-12)

Parents should drop off items at the main office for delivery during lunch and passing periods.

Building Access & Security

All K-8 schools will be open 30 minutes before school starts. Unless participating in a district-sponsored activity, students are expected to be off school premises within 30 minutes of dismissal.

Other than the main entrance, all exterior doors will be locked during the school day. Staff and students are prohibited from allowing visitors to enter the building in any door other than the main entrance during school hours.

Community members will continue to be able to walk the halls indoors, at the middle school (5-7 pm) and high school (5-9 pm).