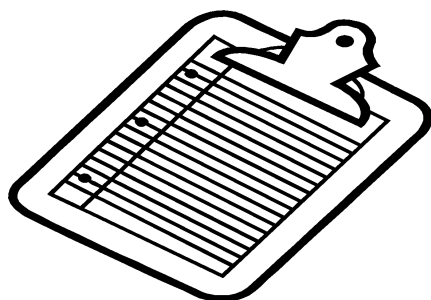
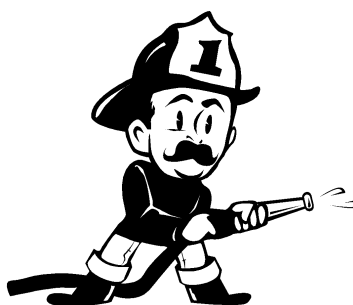


**Beckemeyer School
2019-2020**

**Teacher Handbook
(Pages 1-11)**



**Safety Plan and Procedures
(Pages 12-17)**



FACULTY HANDBOOK

Professional Expectations and Procedures

Attendance - Teachers are due at school from 8:00 a.m. until 4:00 p.m. and are to be in their classroom or workspace by 8:00 a.m. In the event that an employee is assigned supervisory responsibilities beginning at 7:45 a.m., that employee's workday ends at 3:45 p.m.

Teacher Absence – Any type of absence from school must be called in or entered via internet to Aesop, an automated substitute placement program. Aesop will then arrange a substitute for your absence.

Plans For The Substitute Teacher - Make lesson plans at least a week in advance so that if a sudden illness occurs, a substitute teacher will be able to locate current lesson plans and will have some idea about future assignments. Since emergencies cannot be predicted, lesson plans should be kept in an obvious location. An alternative to this would be to prepare emergency plans for an unexpected absence, perhaps covering at least three days. Again, record books, lesson plan books, seating charts and text materials should be placed in a convenient and obvious location. Please make available to the substitute teacher a list of all students who have health related concerns and/or life threatening illnesses. In case of an emergency, all the appropriate people need to be informed.

Absence From School and School Area – Anytime throughout the normal workday that an employee needs to leave school property, the office should be notified of the employee's departure, destination, and approximate time of return. A sign-out sheet is provided for this purpose.

Right of Privacy – By law, students have a right to privacy. It is anticipated that building employees will protect not only each student's right to privacy, but also each other's right to privacy. What happens here should stay here.

Board Policies and Procedures – Both the District's Policy Manual and Procedures Manual cover a variety of topics that have been adopted to govern the policies and procedures employees are expected to follow. The manuals are maintained online through Hillsboro CUSD 3 website. As a reminder, it is the policy of this school district to provide for its employees an educational and employment environment free of unwelcome sexual advances, requests for sexual favors and other verbal or physical conduct or communications constituting sexual harassment as defined and otherwise prohibited by state and federal law. The Board of Education has also prohibited the use of tobacco on school district property.

Instruction and Student Achievement

Lesson Planning and Preparation - Know exactly what the goal is each day for each lesson. Know in advance how and when learning will be assessed. Careful planning is not only beneficial, it is expected. Daily and weekly plans should be written in advance and contain each lesson's goals and objectives as well as the list of materials to be used. Consider in advance what strategies to employ when reteaching and/or enrichment activities become necessary. Remember to teach children first and content second. Students will grow academically and behaviorally when encouraged, motivated and inspired. Humanize the grading process. Students learn differently and student assessment should reflect that. Keep students active, engaged, and interested. Learning will increase and behavioral problems will decrease.

Standardized Tests – One type of standardized test is currently administered to Beckemeyer School students. The IAR is given during the second semester. This test is state mandated and administered to children in third, fourth, and fifth grades. All students will also be given a benchmark test in the fall, winter, and spring to comply with the school district's RtI plan. Students who meet intervention standards may be tested more frequently to monitor their progress.

TITLE I - Beginning the 2011/2012 school year Beckemeyer Elementary School is a school wide Title program. Due to the school wide classification all students will be considered Title students. This makes it much easier to send students to Title teachers for services. Title reading will be more accessible to all students as teachers can now send students to Title classes without a time consuming referral process. The time students are in Title Reading will be documented and counted towards RtI intervention if needed. If there are any questions or concerns relating to Title Reading please feel free to contact Mrs. Reeves.

Student Referral Process (Teacher Consultation Team) – The goal of the student referral process is to bring about a team consensus when identifying and adopting strategies that have the greatest promise of assisting children who exhibit academic or behavioral needs well beyond the norm. Students must complete the RtI process and have seven progress monitor entries prior to being submitted to the review team. The process outlined below should be initiated when a classroom teacher first becomes concerned about a student's lack of academic or behavioral progress. The earlier the process is considered the better.

1. Consult the child's cumulative folder for pertinent data that may aid in the understanding and possible remediation of the problem.
2. Consult with former teachers and other staff involved with the student.
3. Try modifying assignments or testing procedures.
4. Contact the parent(s)*. This contact should be personal in nature. A telephone call or a conference is preferred. The intent of this first contact is to make the parent aware of your concern and to seek out more information that may assist you in helping the child.
5. Discuss with an administrator your concern about and progress toward helping the child.

6. Contact the parents a second time*. This contact is to inform the parents of possible progress of their child or to express continued concern and a need for further professional assistance.
7. If, up to this point, the child continues to have academic or behavioral difficulties and you have tried all the resources mentioned above, you should contact the principal or assistant principal about a possible referral. Note: a referral is NOT necessarily specialized testing. The referral is a first step in formalizing the team approach.
8. The Beckemeyer School Teacher Consultation Team (TCT) will include a Mid-State Psychologist, a Mid-State Social Worker, the referring teacher, and a school administrator. In addition, the team may include a Title 1 teacher, a Speech teacher, an LD teacher, the school nurse, and others when necessary and appropriate.
9. The Beckemeyer School TCT generally meets on the third Thursday of the month. These meetings will be held in the conference room, and a substitute teacher will be hired for the classroom teachers involved in the meeting.
10. Consultation Request forms are available from Mrs. Reeves. These forms are to be completed and returned so they may be copied and distributed to the Team as soon as possible prior to the meeting.

The first meeting will be scheduled to offer the teacher further professional assistance. The typical process would necessarily include: classroom teacher, parent(s) or guardian(s), the principal and any other teacher involved with the child, and possibly other professionals such as: school psychologist, social worker, etc. Be sure to keep a file for the child so that you have record of the dates of the above steps previous to the first meeting. This information will be transferred to the procedural checklist at the time of the referral to the principal. Necessary forms and information will be available from the principal in the office.

End of the Year Awards – A special awards assembly will be held for fifth grade students only at the end of each school year. Other grade levels may also decide to present children with awards. If so, these awards should be selected and presented to children throughout the entire grade level.

Managing Student Behavior

General Information – Chapter 122, Section 24-24 of the Illinois School Code gives teachers and other certified educational employees the authority and responsibility to maintain discipline on school owned or leased property used for school purposes and activities. In all matters related to the discipline of school children, teachers and certified education employees stand in relation of the parent and guardians to the pupils. Information related to student behavior can be found in the agenda book provided to each student, the District's Policy and Procedures manual, and in this section of the Teachers' Handbook.

Various Passes - In order to assure that students are not moving about in the building without the teacher's authorization, we have laminated passes for the students to carry with them after obtaining the teacher's permission. There are passes for the following purposes: TELEPHONE (white), TEMPERATURE (green), CHANGE (blue), FIRST AIDE (pink), and OTHER REASON (yellow)-a note of explanation is to be attached to this pass. The child is to carry the pass and then return it to you.

Teacher's Report of Unsatisfactory Conduct - When an instance of unsatisfactory conduct is observed, the teacher should handle the problem on the spot. In extreme situations, when the supervisory person cannot handle the unsatisfactory conduct, an administrator should be notified.

Building Rules- The following rules are generally associated with behavior in the building:

- There will be no gum chewing.
- No hats will be worn inside the building by either males or females.
- While inside the building, students will walk from one area to another in a quiet, single file line.
- Students will keep their hands to themselves.
- NO FIGHTING! NO INTIMIDATING! NO BULLYING!
- Students will be courteous and respectful at all times.

Playground Equipment Rules – The following rules are generally associated with playground behavior on specific pieces of equipment:

Timber Towns:

- Slide down slides only and do so feet first.
- No blocking of or standing on slides.
- No running on runways.

Climbing Walls and S-Curve Bars:

- Children must climb one at a time, and be courteous to others
- No jumping from the top
- No standing on top of Bars

Swings:

- Children are not to swing to excessive heights.
- No "bailing out."
- One person to each swing.
- Swing back and forth, NOT round and round or sideways.
- No standing in the swings.
- No running under swing while pushing another person in swing - (NO UNDERDOGGIES)

Red Slide:

- Line up to take turns.
- Give and take no "cuts" in line.
- No climbing on the support poles.

Playground Rules – During recess, children should follow these rules:

- The teacher on duty shall have full responsibility for all decisions on the playground; i.e., sending children inside when it rains, accidents, etc. We should make every effort to be consistent with one another so that the children know what is expected of them at all times.
- Children will play on designated areas when the grounds are wet or muddy. They are to play far enough away from the building to prevent the placing of equipment on the roof.
- Students are not allowed to play on the sidewalks next to the building nor are they to play in any area north of the main asphalt play area.
- Students are to use the sidewalks when entering and exiting the building. No "shortcuts" across grassy areas are to be allowed.
- Children are to leave the playground area immediately after school is dismissed. They are not to return to the school grounds until after 4:00 p. m.
- If a child goes home for lunch, he/she is not to return to the playground until the noon recess period begins for that class.
- Recesses are to be used to get drinks and to go to rest rooms. Students are to use the rest rooms assigned.
- Students are not to play soccer, kickball, football, or other ball games on the asphalt surfaces. All activities remain away from the street areas and bordering properties.
- Only one person may use a swing at a time. Pushing only from behind – no "under doggies," "twisters," "bail outs," or other dangerous activities.
- Children must push bikes onto and off the playground areas.
- Students are not to throw any rocks or similar objects on the playground.
- Children are to slide down slides not crawl up them. No "butt busters" or other dangerous maneuvers allowed.
- Be courteous at all times.
- Students are expected to go outside during recess periods. They are expected to be dressed appropriately for the weather.
- Students are to stay on school property. If a ball or other object of play goes off school grounds, the child is to obtain assistance from the duty teacher.
- **IMPORTANT:** Students are not to bring toys or other equipment to school unless approval is

first received from their classroom teacher.

Suggestions: When a pupil disregards rules, remove the student from the playground and isolate him/her from the other students. The playground teacher may wish to have the pupil sit on a bench or sidewalk for the remainder of the recess at a location where the student can be observed. In all instances of fighting or other serious violations, the office should be notified.

Cafeteria Rules:

- Lunch money is to be turned in to the office before school.
- Students should use their inside voices.
- Students will be expected to respect the property and space of others.
- Students must sit at the table assigned.
- Students are to stay at their table until instructed to go to the serving line or until the table is excused for recess.
- Students are expected to be mannerly and use good judgment in the cafeteria at all times.
- Students will not be allowed cuts in the lunch line.
- Students may not buy, sell, trade, or give food or money to other students.
- Students are expected to clean up their own messes.
- Students must return all trays, silverware, paper, etc., to the proper place when instructed.

Bus Rules – An extensive list of bus rules can be found in the student agenda book and should be reviewed with all students at the beginning of each school year. Generally, children need to understand that if they stay seated, remain reasonably quiet, and behave then bus rules are more than likely being followed.

Internet Use Policy – An extensive list of rules governing Internet use can also be found in the agenda book. Generally, students should only use the Internet when directly supervised by a teacher or other authorized employee. Students and/or employees found to be in violation of the district's Internet policy are subject to disciplinary action.

Student Dismissal – Classroom teachers are expected to have a clear understanding of each student's dismissal routine and destination. Changes to the normal routine can be considered valid provided:

- Written notification is received from an authorized care provider.
- A teacher is informed of a change through the office.
- An authorized care provider requests a change over the phone.

No change should be approved unless the classroom teacher is confident that at least one of these conditions has been met. Teachers are encouraged to request assistance from the secretarial staff when dismissal clarifications are required. Verbal and nonverbal indications from students do not constitute valid conditions for a change.

Health and Emergency Information

Emergency Procedure Information - This information is completed by the parent/guardian during registration. All essential emergency information is placed on the enrollment sheets for emergency use. The parent/guardian is encouraged to list any pertinent information under “Comments” on the card. This information should list medicines that the child must use on a regular basis; any allergy that may affect the child; and any life threatening condition that may affect the child. In an emergency situation, this card will be used to contact the parent, relative or friend.

Students with Health Problems - It is the responsibility of the school nurse to notify affected staff of any serious and/or potentially threatening health condition prior to the first day of student attendance. Teachers will be notified of more common health conditions as release of information forms are obtained from parents/guardians. Please make sure that your substitute teachers are aware of your students' health conditions.

Serious Injury or Illness - In case of serious injury or illness, the immediate concern is to aid the injured or sick student. After appropriately responding, the following procedures are to be used as general guidelines only:

1. Immediately contact the building principal.
2. The building principal or designee WILL IMMEDIATELY ATTEMPT TO CONTACT THE PARENT OR LEGAL GUARDIAN.
3. If available, obtain the assistance of the qualified first-aid person in the building. The qualified first-aid persons in this building are:

Zach Friedrich ----- Gym	Zach Frailey ---- Office
Michelle Reeves ----- Office	Alison Luckett ---- Office
4. The first-aid person and building principal shall determine the seriousness of the injury. Care and consideration must be taken in rendering assistance to the injured.
5. Based on the determination of the building principal, first-aid person, and parent, the injured may be taken to the hospital. Depending on the seriousness of injury, one of the following three procedures may be used to transport the injured to the hospital:
 - a. PARENTS--The parent will come to school and transport the injured in his/her personal car.
 - b. TEACHER/ADMINISTRATOR/HEALTH AIDE--After confirming with parents, the teacher/administrator/health aide may transport the injured to hospital. Tell parents the nature of injury and ask them to meet with you at hospital.
 - c. AMBULANCE SERVICE--Building principal may obtain the services of an ambulance by calling: 911.
6. In cases of serious injury, call the office of the Superintendent and notify them of the type of injury, seriousness, and status of situation.
7. An accident report form shall be filled out for ALL injuries and sent to the office. This report should include direct input from the teacher on duty. This form is available in the office.

Building Security - In order to improve building security, we would like for you to observe the following: At the end of the day, teachers should see that all windows are closed and locked. In the evening if you return to use the building, it is your responsibility to lock all doors, turn off all lights, and close all windows. Please double check by pulling the handles to make sure exit doors are securely locked.

School Safety Plan - The Beckemeyer School Safety Plan is up-dated every year. This plan contains evacuation routes, drills, as well as plans and procedures for most situations. All employees are responsible for becoming familiar with these plans. We have a number of drills throughout the year so that everyone remains familiar with various emergency procedures.

Medications - The Board of Education recognizes that the administration of medication to students during the school day is necessary in some instances to enable students to attend school during normal school hours or is medically necessary to address the health needs of a student. Beckemeyer School hereby states its intention to comply with the laws of Illinois concerning the administration of student medications and treatment of student medical emergencies. A copy of student medication administration policy and necessary forms are available from the school office.

School personnel will not administer medication unless the parent has obtained, completed, and submitted the proper forms. All student medication shall be checked-in and left with the school nurse or designee during the school year. No school personnel shall administer to any student, nor shall any student possess or consume any prescription or non-prescription medication except after the filing with the school district of a completed and signed School Medication Authorization Form. This form shall be completed by the student's parent and physician and shall be on file at Beckemeyer School prior to dispensation of any medication to a student. The form shall specify the times at which the medication must be dispensed and the appropriate dosage.

Employee Emergency Form - Each employee at Beckemeyer School will be given an emergency form to complete and return to the office. These will be kept on file and used only in case of sickness or accident.

School Cancellation - An Alert Now message will be sent to all staff and students with notification of any cancellation. Radio Station WSMI/FM (106.1) and WSMI (1540) Litchfield, will broadcast this information from 6:30 a.m. or soon after, until school time. If certain adverse weather conditions prevail, this news may be broadcast after 5:00 p.m. the evening before.

Early Dismissal - Early dismissals are normally scheduled well in advance of the dismissal. However, during bad weather or other emergencies, it may be necessary to dismiss earlier than scheduled. During these times it is the responsibility of all employees to assist students until it is determined that the responsibility for the welfare of each student has been knowingly transferred to an appropriate and willing adult.

Miscellaneous

Field Trips- The Board of Education has suspended funding for field trips. However, field trips may be permitted provided prior approval is granted by the superintendent's office and all costs of the trip, including transportation, are born in advance by the group taking the trip. Each grade level will be allowed one out of town field trip per year. Although the district has temporarily suspended funding, all rules and regulations regarding field trips will remain in force.

All parents sign a general permission slip for students to attend field trips during registration. **You do not have to have a permission slip signed for each field trip.** However, you must notify parents when you will have students out of the building. In order to insure the safety of each student, we will request parents help chaperone these trips. Parents will also be asked to sign a parental permission form and to return it to the classroom teacher. The students and chaperones will be expected to contribute to the cost of any trip; therefore, defraying the cost of bus transportation and admission fees on the trip.

A grade level teacher will be designated as the "Call Person." This teacher will be responsible for calling the school should an emergency occasion arise during the field trip. Each bus should have an assigned teacher who will be responsible for making sure that all those transported on that bus are on the bus before the bus leaves any location.

Lunch Information – Each classroom teacher must submit their classroom's lunch count for the day on the Google document. Students must turn in all money to the cafeteria or office before 8:15 a.m.

Facility Utilization – Board policy regulates the use of the District's facilities. In general, employees may utilize the building's recreational spaces provided the employee directly supervises all activity; that the utilization is for the employee's immediate family; and that the employee takes full responsibility for the condition of the facility after its use. Employees should request permission prior to utilization of a facility in order to avoid scheduling conflicts. Based upon new state law and board policy any individual or group using district facilities must have a certified CPR and AED user on site at all times. In some instances, employees may be required to request written permission to utilize a facility and may also be required to pay the required fees for a custodian.

Textbooks and Supplies - Teachers are expected to check their textbooks and supplies before the beginning of school and requisition needed items. The same procedure will be in effect at the end of the school year. Teachers are also responsible for the distribution of all textbooks and for the noting of each book's condition so that any misuse can be determined at the end of the school year. If a book has not been used properly, the student will be expected to pay the replacement cost of the damaged book. Each book must contain a book number and the student's name.

Student Records - Beckemeyer faculty and staff will abide by all laws as set forth in the Illinois State School Code in regard to establishing and maintaining student records. Please keep in mind that there is an issue of privacy when dealing with student records.

For more detailed information on any of the above topics you may refer to either the Hillsboro School

Board Policy Handbook or the Illinois State School Code. Both books are kept in the office.

No Pets – Pets and/or other animals may not be brought to school facilities. Teachers and other educational organizations are exempt from the rule provided the introduction of animals into an educational program follows strict procedural guidelines developed by the Superintendent and adopted by the Board of Education.

Revised – August 2019

Beckemeyer School

Safety Plan & Procedures 2019-2020



Beckemeyer Violence Prevention and Safety Plans

Purpose - The mission of Beckemeyer School is, in part, to strive to provide a school environment that motivates and supports excellence in learning. We believe that in order to achieve this goal, it is incumbent upon us to also provide a violence-free, safe school. We hope to achieve a stress free climate that promotes respect, responsibility, and results. With that in mind and for the safety of our students and staff, we have implemented the following plan.

In Response to Oklahoma City and September 11th - In view of recent events, teachers should, when students are present, avoid listening to or viewing news broadcasts that may contain references to or depictions of, violent events in real time. Teachers should avoid viewing or listening to news broadcasts in the presence of children when such broadcasts might contain acts of terrorism or other unpredictable acts of inhumanity.

Records and Legal Documents - Beckemeyer's office staff, with the help of parents, will maintain current and accurate legal documentation regarding custodial rights, orders of protection, etc. for all students. Student files and emergency cards will be tagged in yellow to identify those students with special legal concerns.

Prevention Curriculum - "Second Step" is a conflict resolution curriculum designed to reduce both verbal and physical aggression. It was implemented at all grade levels during the 1997/1998 school year. We believe it to be a positive program that yields measurable results. Classroom teachers are expected to continue utilizing this curriculum.

Emergency Plans - Various safety plans and procedures are in place and identified in this document. Maps are located in each classroom to demonstrate exit routes for evacuation from the building. Safe areas are designated. Drills are conducted routinely to ensure proper procedures are followed.

Comprehensive Services:

- **S.A.S.S. Referral** – The Screening, Assessment and Support Services Program is designed to provide services for children who may have severe emotional disturbances. Services may also be provided for family members of these children.
- **C & A L.A.N.** – The purpose of the The Child and Adolescent Local Area Network is to provide comprehensive safety, shelter, medical, psychiatric, social, and/or educational services for youth who are at risk of removal from their current living environment or who need to be returned from alternative placements to the family and/or local community.

Academic Assistance:

- **Teacher Consultation Team** – The Teacher Consultation Team exists to review case-by-case the academic and/or behavioral needs of students who may be experiencing

difficulty at school.

- **Special Education Services** – These services exist to provide identified students with the support necessary to become successful learners.
- **Title I Reading** – This program is available to all students and is intended to provide the skills necessary for students to improve related academic skills.
- **T.A.O.E.P.** – Truants' Alternative and Optional Educational Program. This program is intended to improve student attendance and prevent truancy.

Crisis Intervention Team - A Crisis Intervention Team has been established through the Mid-State Special Education coop in order to help students cope with various tragedies.

Building Security - With exception of the main entrance, entrances to Beckemeyer will be locked at all times throughout the school day. Visitors to the building must use the main entrance, report immediately to the office, sign in, and wear some form of identification. Parents picking up their children may wait by the office or outside the main entrance.

Emergency Codes – In an effort to make emergency situations less confusing Hillsboro CUSD#3 has implemented new emergency codes to be used during emergencies.

- **Administrative Lockdown** – Site commander will announce “Administrative Lockdown”. All students and staff are to stay inside the building and classrooms until notified. Any child that moves is to be escorted. Continue normal classroom activities until all clear is given from office.
- **Lockdown** – Site commander will announce “Lockdown”. Lock all doors, turn off lights, sit on floor away from window, place green cards under doors and on exterior windows if threat is not present, take attendance and prepare list of missing or extra students, office will call to confirm classroom status, and remain in room until notified otherwise.
- **Evacuation** – Site commander will announce “Evacuation”. Teachers are to keep all classes intact and proceed to designated areas. Take attendance and check injuries. Stay in designated areas until notified otherwise.
- **Move to Safe Areas** – Site commander will announce “Move to Safe Area”. Teachers are to keep their classes intact and proceed to designated areas inside the building (tornado drill procedures). Sit on floor head tucked down between legs and hands folded behind neck. Stay in designated areas until notified otherwise.
- **Off-Campus Evacuation** – Site commander will announce “Off-Campus Evacuation”. Beckemeyer School's designated off campus evacuation site is the Free Methodist Church on Seymour Ave. Teachers are to keep their classes intact and proceed to the designated off campus evacuation site. Teachers should take attendance and check for injuries. Stay in designated areas until notified otherwise.

- **Family Reunification** – Incident commander (Superintendent) will authorize “Family reunification”. All students will remain in designated location until release is authorized. Staff will document the name of the released student, the time, and to whom the student is released. Identification and a signature will be obtained from each parent or guardian who accepts a child. All faculty and staff should help facilitate this procedure.

Lock Down Response Plan Execution - Upon receiving notice of a “Lock Down” all administrative staff will report immediately to assume crisis command post duties. **Command Post Duties:**

- **Principal** – On-scene incident response coordination.
- **Assistant Principal** – Coordinate initial police direction/building evacuation plan.
- **Nurse** – Coordinate EMS response. (School Nurse).
- **Staff 1** – Act as incident command post historian. (Mrs. Pesko).
- **Staff 2** – Coordinate command post communications (Mrs. Hanner).
- **Staff 3** – Assist Building search/outside class notification. (Mrs. Osborn).

Situation Reports – Situation Reports should include:

- **Staff identification**
- **Location**
- **# of students**
- **# of unaccounted for students**
- **Injuries**
- **Other relevant information.**

Off-campus classes: All off-campus or outside classes will be directed to remain out of the threat area. They will be directed to a point of safety where the teacher will assess the status and provide a situation report to the administrative office.

Revised: August 2019

Fire Drill Procedure

At regular times throughout the school year, fire drills will be conducted. Fire drills are necessary for the safety of the children and staff of this building. The first fire drill will be a “walk-through” drill. This will allow the children the opportunity to learn the proper routes and behavior. During this and all other drills, the following guides must be carried out:

SIGNAL -- CONTINUAL BUZZER BLAST AND RED LIGHT ON IN HALLWAY

- At the sound of the fire buzzer, the children are to exit following the assigned route in a quiet and orderly manner.
- Upon reaching the end of the class route, the children are to stand quietly, being alert for other instructions.
- The children may return to the classroom when the teacher is so instructed.

At all times during the drill, there is to be no talking or running.

<<< SEE ATTACHED SHEET FOR CLASS DRILL ROUTE >>>

END OF ROUTE LOCATIONS

New Basketball Court

First Grades
Office Staff & Visitors
Rooms 138 & 145
Computer Labs

Old Basketball Court

Third Grade Classes

Sidewalk to Fairground

Fifth Grade Classes
Room 165

North of Circle Drive

Second Grades

Baseball Back Stop Area

South Wing Kindergarten Classes
Music & Title I

Beyond Climbing Bars & Wall

Room 112
Room 113
Room 176
Room 177
Gym
Band Room

Tunnel of Fun Area

Room 100
Room 104
Room 105
Room 170
Library

Rev. August 2019

Beckemeyer School

Tornado Alert Procedure

The following plan must be followed in case our area is threatened by tornadoes. The plan will go into effect when we receive a warning over the emergency radio from the Illinois State Police or are notified by another reliable source of impending danger.

Signal ----- The following announcement will be made over the intercom system:

“ THIS IS A TORNADO DRILL. PLEASE GO TO THE DESIGNATED AREA AND ASSUME THE SAFETY POSITION.”

1. Upon hearing the alert announcement, the children are to quietly assemble in the hallway outside your room (see exception below), sitting “Indian Style”, facing the wall, with chin to chest and hands clasped behind the head (safety position).
2. If doors and windows are open, they are to be left open. If doors and windows are closed at the time of the alert and if time allows, they should be opened.
3. The children are to remain in the safety position until instructed otherwise.
4. In the event we find it necessary to have an alert during recess, we will use the tone system to call the children from the playground and then announce the alert after they have returned to the classrooms.
5. Classroom teachers must remain with the children during the entire alert.
6. Further instructions will be made over the intercom.

Plan Exceptions - the children are to assume the safety positions in the area listed below:

Rooms: 110, 114, 115, 118, 119, 127, 128, 129, 131, 132, 133, 146, 150, 151, 152, 153 - under the coat rack area of the classroom.

Room 105- against the north wall of the main hallway opposite the Media Center.

Room 165 – against north wall of main hallway opposite room 138.

Rooms: 105, 100 - against east wall of new bathroom hallway

Old Gym & Cafeteria – Interior gym wall.

New Gym – South locker room

Computer Labs - near the wall in the hallway just outside the lab door.

Room 138 – against any wall in the room.

I.S./Mr. Perkins – against the north wall in the main hallway.

Media Center - against the north wall in the main hallway.

Room 113 - against any wall in the room.

Room 177 - against the wall across from the 5th. grades.

Revised: August 2019