

**NEW SMYRNA BEACH HIGH  
SECURITY PROCEDURES NEWSLETTER  
2020-21**

Dear New Smyrna Beach Families,

Our school is continually training teachers, staff and students in Volusia County Security Certification Standards. This process is the basis through which New Smyrna Beach High School will continue to provide a secure and safe school environment for our entire school community.

Having specific safety procedures in place will strengthen the school environment and will allow everyone to effectively learn and work in a safe environment.

Parents and visitors may review our Procedures Manual in the Student Services Office by appointment. Please feel free to contact school administration if you have any questions.

The following sections are excerpts from our manual that are important for our families and visitors to know.

### VISITORS

The main administration building shall serve as New Smyrna Beach High's central admittance point for all visitors. Visitors with a valid purpose for being on the school campus will be asked to show a photo ID and sign in indicating their purpose and location while on campus.

Each visitor will be issued a visitor's badge that must be worn at all times while on campus. Visitors on campus without an appropriate ID badge will be directed to the main office so that they may register. Identification badges are dated so they are only valid the day of issuance.

### RELEASE OF STUDENTS TO PARENTS/GUARDIANS

Once in school, students are the responsibility of the principal. Early release must be governed by a strict sign-out procedure that ensures the students' safety. Any parent or guardian requesting to have their child(ren) released prior to the close of the school day shall report to the main administration building (Building # 1 – Attendance Office) for that purpose. Parents/guardians will be required to show a driver's license as identification.

Should they not have a driver's license, but can produce other identification, the principal will be contacted and asked to approve the release. No child shall be released to an individual who cannot produce a photo I. D., if not personally known to the principal or faculty member(s). Prior to release of any child the student's emergency card will be reviewed to ensure that nothing would prohibit the parent/legal guardian from receiving the student.

Students will be released only from the office. Students may not be released to any other individual unless permission is given by the legal parent or guardian.

### STUDENT AND FAMILY POLICY GUIDE AND CODE OF STUDENT CONDUCT AND DISCIPLINE HANDBOOK

Each student receives the handbook mentioned above. Throughout the year its' contents are discussed with all students.

Teachers and administrators explain and reinforce the importance of the Student Code of Conduct. Prohibited items are outlined for all students. Each student and parent signs an acknowledgement indicating that they have received a copy of the Student Code of Conduct. This handbook also includes information about attendance, student medications, health services, homework, student behavior on busses, use of electronic equipment at school, and the prohibition of harassment.

### PEDESTRIAN SAFETY

Bike riders, wear a helmet at all times and ride on the right, in the same direction as traffic. Use hand signals, respect traffic lights and stop signs. Walkers - Walk on sidewalks where available, always cross at intersections, try to walk with others for

greater safety. Bikers and walkers should not use cell phones or head phones while riding or walking.

### HARASSMENT

New Smyrna Beach High has a supportive climate that appreciates racial, cultural and other forms of diversity. Through our “Bullyproofing Program” students are educated throughout the year with activities and opportunities which foster understanding of other’s differences, conflict resolution methods, mediation and other violence prevention techniques. An anonymous reporting box for bullying has been installed in guidance. At New Smyrna Beach High we work to empower our students with the knowledge of what to do in hostile situations.

### PARENTAL NOTIFICATIONS AND STUDENT SAFETY

Schools have an obligation to notify parents/guardians of issues that may affect a student’s safety and well-being. Statements or threats regarding suicide, gang activity, fear of harm from outside the school must be reported to the parent/guardian in addition to the appropriate law enforcement agency. If the issue involves other students, or adults on campus, the principal will conduct an investigation and take

appropriate measures to provide adequate safeguards.

### POLICE, CHILDREN AND FAMILIES, DEPARTMENT OF JUVENILE JUSTICE

Schools must comply with Florida Statutes regarding Police and Department of Children and Family interviews, while at the same time, protect student and parent rights. Under Florida Statutes, the Department of Children and Families does have the right to interview and/or take a child into custody without the parent’s permission.

### STUDENT SEARCHES

Searches, appropriately authorized and conducted, are an important part of the safety and security procedures for New Smyrna Beach High

Searches of students are conducted when there is a reasonable suspicion that the student has contraband and is in violation of the district's Code of Student Conduct and Discipline. Where reasonable suspicion exists, a student shall be asked to empty his/her pockets and/or turn over the item which is suspected to carry the contraband. Whenever possible, the administrator will have a witness observe the search. The school is not required to obtain permission from the student's parent/guardian prior to

conducting a search. When there is reasonable suspicion to believe that a student is in possession of a weapon, the Sheriff’s Department will be contacted. The law enforcement officer will have jurisdiction and control over the search for a suspected firearm or other dangerous weapon.

### CONCERN OF HARM

Students making threats of violence receive disciplinary action and are handled in accordance with district procedures. The degree of each threat is assessed and discussed with the student’s parent or guardian.

### EMERGENCIES AND DISASTERS

New Smyrna Beach High staff and students have been practicing what to do in the event of an emergency such as a fire, bomb threat, intruder, hazardous weather, and hazardous materials/toxic spills on or near our campus. If it were necessary to evacuate our campus due to a crisis, all students, faculty and staff would be relocated to New Smyrna Beach Middle School.

### PHYSICAL INTERVENTIONS

Faculty and staff will avoid physical contact with students. Only in justifiable instances may physical intervention by trained

personnel be used on this campus

**24 HOUR TOLL-FREE HOTLINE**

An anonymous hotline is provided for students to report issues of crime and violence. This is the Students Crime Stopper Program and their number is 1-888-227-TIPS

FortifyFL is a suspicious activity reporting tool that allows you to instantly relay information to appropriate law enforcement agencies and school officials.

<https://getfortifyfl.com/>

**ADMINISTRATION OF MEDICATIONS**

The school has a procedure that strictly controls the administration of medications to students. Only the principal, our school nurse, or trained staff shall administer prescription medication to the student or assist the student in the administration of such medication. Prescription medication shall not be allowed on school property or off campus at school sponsored activities. There are forms that must be completed by parents/legal guardians prior to the administration or self-administration of any medication – this includes over the counter medication as well. At no time may a student bring any medication to the school. Medication

**must be transported to our school by a student's parent or legal guardian.**

**PARENT COMMUNITY**

Parent and community leaders are invited to participate in meetings and discussions on the topic of school safety. School safety procedures are discussed at open houses, SAC meetings, and school performances.

Parent input is always welcome at New Smyrna Beach High.

**MEDIA RELATIONS IN REGARD TO EMERGENCIES**

In the event of an emergency, the media can also be used to assist with parental and student notification.

Interviews with principal will take place at Daytona State NSB campus or outside the front gate of the school.

**BUS LOOP**

Parents may not use the bus loop during morning arrival and afternoon dismissal. As per state requirements only buses may use the bus loop during those times

**CODES**

Please discuss with your children the different codes and what they mean.

**Active Assailant/Lock Down**  
Students are kept inside and away from all windows.

Windows and doors are locked. Lights are off.

**Bomb Threat**

Students are evacuated to the front and back of the school. In some instances, students will evacuate to New Smyrna Beach Middle School.

**Hazmat/Toxic Spill**

Students are kept indoors with windows and doors closed.

**Severe Weather** Students are kept inside and away from all windows. If a level 4 Code Green is announced, students assume protective position.

**Fire**

Students are evacuated from their classrooms to the front and back of the school.

If you are on campus during a security drill or an actual emergency situation, it is greatly appreciated if you relocate to your vehicle immediately or be instructed by a staff member to follow the security procedures we are implementing at the time of the emergency situation. Our goal is to make your experience at New Smyrna Beach High a safe and enjoyable one. Your input is always appreciated.

Sincerely,  
New Smyrna Beach High  
Faculty and Staff