**RAMBLEWOOD MIDDLE SCHOOL**

*RMS SAFE TEAM 2018 – 2019 HANDBOOK*

**EXPECTATIONS AND PROCEDURES**

1. **RMS SAFE TEAM MEMBERS:**
   1. MRS. CORY SMITH, PRINCIPAL
   2. MRS. KATHY NEVILLE, ASST. PRINCIPAL
   3. MR. MATT DEAREN, ASST. PRINCIPAL
   4. MS. LYNNE BONNY, ASST. PRINCIPAL
   5. MR. SHAUNE CANNON, BEHAVIOR TECH
   6. MR. DAN DAVIS, SECURITY SPECIALIST
   7. MR. SIDNEY HUNTER, FACILITIES SUPPORT
   8. MR. DENNIS MORELLI, TECH SUPPORT
   9. OFFICER FAIRCLOTH, SRO/CSPD
2. **PERIMETER GATES:**
   1. **ALL PERIMETER GATES WILL BE LOCKED AND SECURED ON RAMBLEWOOD’S CAMPUS. SEE DISTRICT MEMO.**
   2. PER DISTRICT POLICY: **OPEN GATE = A MANNED GATE.** NO GATE SHALL BE OPEN AND NOT MANNED BY SCHOOL PERSONNEL.
   3. **AM ARRIVAL:** 
      1. CANNON = WEST GATE, 8:00 AM ***(ONLY STUDENTS WHO HAVE AN APPROVED SCHOOL ACTIVITY MAY ENTER WEST GATE BEFORE SCHOOL)***
      2. DAVIS = EAST GATE, 8:00 AM
   4. **PM DISMISSAL:** 
      1. CANNON = EAST GATES
      2. DAVIS = WEST GATE/BIKE RACK
      3. FAIRCLOTH = EAST BIKE RACK
   5. PERIMETER LOG CHECKS: MR DAVIS AND MR CANNON WILL LOG A PERIMETER CHECK, IN THE PERIMETER LOG CHECK BINDER LOCATED IN STUDENT SERVICES TWO (2) TIMES DAILY. SEE PERIMETER LOG CHECK FORM.
   6. DISTRICT PERSONNEL, VENDORS, AND OUTSIDE AGENCIES SHOULD UNLOCK AND RELOCK EACH GATE UPON ENTRY AND EXIT OF CAMPUS.
3. **SINGLE POINT ENTRY**
   1. ALL STAFF AND VISITORS WILL ENTER THE SCHOOL THROUGH THE SINGLE POINT ENTRY SYSTEM AT THE MAIN ENTRANCE.
   2. ALL STAFF AND VISITORS WILL DISPLAY AND PROVIDE PROPER IDENTIFICATION UPON ENTERING CAMPUS.
   3. A “BUZZER” SYSTEM WILL BE IN PLACE TO VERIFY ACCESS TO SCHOOL.
4. **HALL CHANGE COVERAGE, DUTY POSTS, AND INSTRUCTIONAL TIME POSTS:**
   1. RMS SAFE TEAM WILL BE IN THEIR ASSIGNED DUTY AREA/POST PER SCHEDULE. SEE DUTY POST ROSTER, LUNCH DUTY COVERAGE, AND BEFORE AND AFTER SCHOOL PROCEDURES.
   2. **HALL CHANGE COVERAGE:**
      1. CANNON = BAND/PE AREA
      2. DAVIS = ART ROOM HALLWAY AREA
      3. FAIRCLOTH = WEST SIDE AREA
   3. **INSTRUCTIONAL TIME POSTS:**
      1. CANNON = “BLUE BENCH”, BAND/PE AREA
      2. DAVIS = SAFE CHECK POINT DESK: MEDIA CENTER/TROPHY CASE
      3. FAIRCLOTH = FRONT OF SCHOOL/ROAMER
5. **COMMUNICATION, BREAK TIME, AND OFF CAMPUS**
   1. RMS SAFE TEAM MEMBERS WILL COMMUNICATE EFFECTIVELY WITH EACH OTHER THROUGHOUT THE DAY. SEE SOMETHING, SAY SOMETHING.
   2. RMS SAFE TEAM MAY UTILIZE CHANNEL “3” ON RADIO COMMUNICATION FOR DETAILED INFORMATION.
   3. RMS SAFE TEAM WILL “CLEAR AREA” AFTER EACH HALL CHANGE.
   4. RMS SAFE TEAM WILL COMMUNICATE WITH EACH OTHER FOR SCHEUDLED BREAK AND LUNCH TIME. PLEASE ARRANGE BREAKS AND LUNCH TIME NOT TO CONFLICT WITH HALL CHANGE COVERAGE AND LUNCH DUTY POSTS.
   5. RMS SAFE TEAM MEMBERS WILL COMMUNICATE WITH EACH OTHER AND ADMINISTRATION IF LEAVING CAMPUS FOR ANY REASON. RMS SAFE TEAM MEMBERS MUST SIGN OUT AND SIGN IN WITH MRS. BROWN WHEN LEAVING CAMPUS.
   6. RMS SAFE TEAM MEMBERS WILL BE PROACTIVE AND COMMUNICATE IN WRITING WHEN YOU ARE ABSENT AND/OR OFF CAMPUS. PLEASE SEND REMINDERS, VIA TEXT OR EMAIL WHEN THERE ARE PLANNED ABSENCES.
6. **IDENTIFICATION AND RMS SAFE TEAM POLOS**
   1. PER DISTRICT POLICY, ALL STAFF MEMBERS, STUDENTS, AND CAMPUS VISITORS MUST WEAR VISIBLE ID BADGE WHILE ON CAMPUS.
   2. RMS SAFE TEAM WILL BE MODELS FOR THIS POLICY. PLEASE WEAR AND DISPLAY YOUR ID BADGE ON A DAILY BASIS.
   3. RMS SAFE TEAM WILL BE PROVIDED WITH “SAFE TEAM” POLO SHIRTS. PLEASE WEAR YOUR SAFE TEAM POLO SHIRT.
7. **STAFF PARKING CAR TAGS AND STAFF PARKING**
   1. ALL RMS STAFF WILL BE PROVIDED WITH NUMBERED PARKING CAR TAGS.
   2. STAFF SHALL DISPLAY THEIR CAR TAG ON THEIR REAR VIEW MIRROR WHEN PARKING ON CAMPUS.
   3. PLEASE ASSIST IN MONITORING AND ENFORCING THE DISPLAY OF CAR TAGS FOR OUR STAFF.
   4. STAFF WILL BE ABLE TO PARK IN THE EAST LOT BEGINNING AT 8:00 AM.
8. **KEYS**
   1. KEY DISTRIBUTION AND COLLECTION WILL BE CONDUCTED BY THE RMS SAFE TEAM AT THE BEGINNING AND THE END OF EACH SCHOOL YEAR.
   2. LOST KEYS, REPLACEMENTS, AND RETURNED KEYS WILL BE HANDLED WHEN NECESSARY THROUGHOUT THE SCHOOL YEAR.
9. **DRILLS**
   1. PER DISTRICT POLICY DRILLS WILL BE CONDUCTED MONTHLY.
   2. FIRE DRILL WILL BE CONDUCTED EVERY MONTH (2 IN FIRST 2 WEEKS). SEE FIRE DRILL SCHEDULE.
   3. CODE RED DRILL WILL BE CONDUCTED EVERY MONTH. SEE CODE RED SCHEDULE.
   4. CRT (CRITICAL RESPONSE TEAM) WILL BE OUT AND CHECKING DURING CODE RED DRILL.
   5. CODE RED DRILLS WILL BEGIN ON A CODE YELLOW.
   6. CODE GREEN/ALL CLEAR WILL BE ANNOUNCED VIA THE SAFE CODE: *“THE RAIDERS ARE SAFE, THE RAIDERS ARE SAFE, THE RAIDERS ARE SAFE.”*
10. **RELATIONSHIP BUILDING**
    1. RMS SAFE TEAM WILL CONTINUE THE EFFORTS TO BUILD AND FORM POSITIVE RELATIONSHIPS WITH STAFF, STUDENTS, PARENTS, AND COMMUNITY PARTNERS.
    2. BUILDING RELATIONSHIPS, EFFECTIVE AND OPEN COMMUNICATION, AND ESTABLISHING TRUST WILL PROVIDE A SAFE LEARNING ENVIRONMENT.