

Mead Safety Information for Parents

Our most important focus at Mead is student safety. We work hard to provide clear policies and processes to reduce risk and increase safety for students and staff. We need your help to support a safe school community. Please review the following requests to help keep our kids safe at Mead! We ask this of all adults – those that help out at school daily as well as those that visit Mead infrequently.

- **EVERY ADULT ENTERING OUR SCHOOL MUST FIRST CHECK IN AT THE OFFICE!**

When entering Mead, your first stop must be the office. There, you will be asked to sign in and be given one of our volunteer/visitor lanyards and badges to wear while visiting our school. Even if your mission at school is brief, you MUST first check in at the office! New this year, we will be closing and latching the gate from ESP Park to Mead during the school day. Our goal is to stop public foot traffic through the school grounds during the day. If you come to Mead during the school day, please park in the main parking lot in front of the school. We will occasionally be opening the gate for special events during the school day that may require overflow parking at ESP.

- **MORNING DROP OFF / AFTERNOON PICK UP**

In order to keep a secure building, we ask all adults to stay outside of the building when dropping off students in the morning, or picking up students in the afternoon. Students should line up with their class in the morning. If your student arrives after the first bell, the parent may walk the student to the main front doors or to the office. Please do not walk your child to an interior classroom door. Students arriving late, after the 8:30 bell, must check in at the office with a parent.

- **ARE YOU A SCREENED VOLUNTEER?**

If you plan to be present at Mead as a volunteer – helping with students, attending a field trip, helping in the production room, doing art start, serving lunch, etc. – you must first become an approved volunteer. The volunteer application process can be done online at the following link: [Online Volunteer Application - Lake Washington School District](#)

- **DRESS FOR THE WEATHER!**

Recess is an important part of the school day. Our students go outside to get some fresh air and exercise nearly every recess all year (except in the most extreme of weather situations). Please make sure your student is dressed appropriately for the weather including an appropriate coat, hat or hood and weather friendly shoes.

- **FAMILY EMERGENCY CONTACT INFORMATION**

If your student has an emergency at school, we need to be able to contact you. Please make sure to update your emergency contact information with our office, should it change during the year. Please make sure, too, that you have identified at least one, but preferably two or three emergency contacts that can be responsible for your child, should you not be available. Contact Carol Berry Walsh (cberry@lwsd.org) in the main office to make changes to your student's emergency information.

- **EMERGENCY EVACUATIONS FROM SCHOOL – IMPORTANT!**

There are several different scenarios that may require an early release or emergency evacuation for students. The following are the major types of incidents that you should be aware of. Please remember that in the event of an emergency that requires early release for students, you (or the emergency contact identified by you on your student's Emergency Card) will be asked for photo ID when signing out your student.

The following are some possible early release situations for you to be aware of:

- **Early Release- Minor Incident / Building Inhabitable**

For emergency early release events with students still in the building, parents will sign students out from their classrooms. This would be a situation like a sudden blizzard or long term power outage that requires unexpected early dismissal from school.

➤ **Early Release – Major Incident / Building Uninhabitable**

For emergency early release from school for incidents that leave the building uninhabitable, students will be evacuated from the building and cared for on the soccer field awaiting parent pick up. Parents will sign students out from the soccer field where students will be arranged by class and with their teacher. This type of release situation would be for incidents such as an earthquake or a fire that has damaged the building or created a dangerous situation within the building.

➤ **Release Following a Police Incident or Evacuation**

In an extreme emergency that requires a full school lock down with police action, or a police line that parents are not allowed to cross, the Sammamish police have identified Eastlake High School as our parent-student reunification area. If an event occurred at Mead that required a police directed evacuation, students would be loaded onto busses & driven to Eastlake High to be reunited with parents.