

2019-20

CAMBRIDGE PUBLIC SCHOOLS

Haggerty

Guidebook



At A Glance - What
Families Need to Know



110 CUSHING ST. | CAMBRIDGE, MA 02138 | haggerty.cpsd.us

MAIN OFFICE 617.349.6555 | FAX 617.349.6034

SCHOOL DAY HOURS: 7:40AM - 1:55PM

MISSION STATEMENT



The mission of the Haggerty School is to achieve high levels of learning for all students while advancing social justice and celebrating students' social and emotional development in an inclusive learning community.

Principal

Nancy Campbell, EdD

Clerk

Maria Williams

School Nurse

Joanne Sanz, RN

School Adjustment Counselor

Jessica Joseph, LMHC

Assistant Principal

Sue Mapel, LICSW

Family Liaison

Lissa Galluccio, PhD

School Social Worker

Erin Spencer, LICSW

School Psychologist

Kevin Mundt, PhD



Cambridge Public Schools (CPS) Policies

In addition to this guide, which offers specific and detailed information about Haggerty School procedures and guidelines, each student in the Cambridge Public Schools (CPS) must review and sign the district Rights and Responsibilities Handbook along with their parent/guardian. Please note that all district policies are strictly adhered to at the Haggerty School:

https://www.cpsd.us/UserFiles/Servers/Server_3042785/File/departments/administration/legal/CPS_Guide_to_Policies_Families.pdf

The CPS is an equal opportunity employer and is committed to the provision of quality educational programs for all students. CPS does not discriminate on the basis of race, color, national origin, ethnicity, ancestry, religion, age, disability, genetic information, veteran status, marital status, sex, gender, gender identity, sexual orientation, pregnancy or pregnancy-related condition in its programs and activities and provides equal access to the Boy Scouts and other designated youth groups.

ATTENDANCE AND ABSENCE PROCEDURES

Attendance

Parents/guardians and students are reminded that Massachusetts law requires compulsory attendance for students. As a result, we discourage family vacations when school is in session. In addition to compromising the attendance requirements, vacations when school is open interrupt the educational process for children in ways that make-up work cannot reverse. Teachers are not required to provide assignments prior to a family trip when school is in session.

Absences

Students should be reported absent by a parent/guardian. Please call the office to report a student absence (617.349.6555 x7). If the call does not come in before 8 AM, the parent/guardian will be notified informing them of their child's absence.

Arrival

In an effort to have your students start the day with success and consistency, we are asking that parents who drop-off their children by **7:55AM**. The school day begins at 7:55AM; if you come in after that, please sign-in in the office. In every classroom, students are met with some form of "Morning Work." This includes learning and routines for students. *Classroom teachers need to start the day with Morning Meeting by 8AM.

In the interest of creating equitable school processes and student independence, we're asking that all students in grades 2 through 5 enter the classroom without their parent/guardian - Thank you!

It's helpful if you allow your children to be independent in their routines in the morning. Ask them what the routines and expectations are, and have them show you how they are done. Your praise and support of their independence will reinforce it and support a smooth start to the school day.

Tardiness

Please make every effort to help your child arrive to school on time. Students arriving after 7:55AM are marked tardy. PLEASE sign-in at the front office if your child is late and we'll make sure they get to their classroom so that classroom instruction isn't interrupted.

DRIVING TO AND FROM SCHOOL

Drop-off Parking

Drop-off Parking: Drivers, please drop off children anywhere except in front of the school on Cushing Street. Parking in the bus loading area is not allowed. If you need to park and escort a child inside, please allow time to find parking.

For **live drop-off** of students or staff, please pull up past the crosswalk and the crossing guard to the corner of Lawn Street. Please do not stop before the crosswalk or the crossing guard. This is a serious safety issue for the children, all pedestrians, and other drivers.

Pick-Up

Please park in legal spaces and enter the building at the Lawn Street entrance.

FAMILY COMMUNICATION

Classroom Communication

The best time to reach a classroom teacher is before 7:40AM (teachers are in their classrooms with students by 7:40AM) or after 2PM. It's recommended that you email the classroom teacher and coordinate a convenient time to talk. Emails are the teacher's first name initial, last name, and the district email address (E.g., jteacher@cpsd.us). **We will not interrupt teaching time to put calls through to classroom teachers unless it is an emergency.** Emails are NOT considered confidential and are part of the record.

Staying Informed

The most far-reaching and efficient way to access immediate news and announcements is to give the school your email address. If you do not have an email address, we will send home paper copies of all announcements and notices.

DAILY SCHEDULE



Arrival

7:15AM: Bus students may enter the building and proceed to the cafeteria. All students are expected to report to the cafeteria from 7:15 - 7:40AM.

7:40AM | First Bell: Students proceed upstairs to their classrooms.

7:55AM | Second Bell: Morning announcements and Pledge of Allegiance are made over the Public Announcement System (PA). Instruction is expected to begin, parents/guardians are respectfully requested to leave the classrooms at this time to allow teachers to begin teaching.

Morning Meeting

All K-5 classes follow the adopted CPS Social Competency Curriculum known as Responsive Classroom. This approach is based on the belief that the social curriculum is as important as the academic curriculum, and that knowing the children we teach – individually, culturally, and developmentally – and their families is crucial to student learning. Children learn and practice the important social skills of cooperation, assertion, responsibility, empathy, and self-control and as a result help to create a positive classroom climate.

View the Haggerty Calendar at haggerty.cpsd.us/calendar

Breakfast and Lunch

All breakfast and lunch meals are expected to be eaten in the cafeteria during the normal time allowed for those meals. Breakfast at school is free for all students.

There are 2 options for lunch:

- 1) **Children may bring lunch from home.** Please pack lunches carefully as there is no refrigeration for individual lunches.
- 2) **Children may purchase lunch.** A monthly menu goes home for families to consider, and is also available online at www.cpsd.us. Children can always choose the alternative lunch choice (i.e. PB&J sandwich) if they do not want the daily school lunch. Lunch with milk costs \$2.85 per day (40 cents for reduced rate). Milk alone costs .50 cents, but can only be bought without breakfast/lunch if the student has money in their account. Money can be put in your child's account by giving a money or a check to Carol in the cafeteria, mailing a check directly to food services, or by signing up for myschoolbucks.com, as described below.

Payment

There are 3 ways to pay for school lunch.

- 1) **Pay by cash or check.** Bring cash or check directly to the cashier at your child's cafeteria or mail a check with your child's name and ID number to:

Food & Nutrition Services Office
Kennedy-Longfellow School
158 Spring Street
Cambridge, MA 02141

- 2) **Pay Online**

Go to myschoolbucks.com and follow the easy steps to set up an account for your child. Have your child's ID number, birth date, and your credit card handy. Your classroom teacher can give you your child's ID number. The system will even remind you when your account balance is low.

- 3) **Apply for Free or Reduced Price Meals**

To participate in this federal program simply complete a Free & Reduced Meals Program application each fall or as soon as you learn that you may qualify. Contact Food Services, apply on the CPS website, or download it from the CPS website (www.cpsd.us).

Recess

Each day, grades 1-5 have roughly 20 minutes for recess, and a 20 minute lunch period. Kindergarten has a 30 minute lunch and a 30 minute recess. Students are encouraged and reminded to dress appropriately for the weather, as only in the most inclement weather is recess indoors.

Dismissal

At 1:55PM the final bell will ring and dismissal procedures will begin. Students taking the bus will be invited to their respective bus lines via an announcement. Students in grades K – 5 enrolled in after school in the building will be brought downstairs to the multi-purpose room by a staff member. Students in grades K – 5 who walk home will be brought to the Lawn St. hallway by a staff member to be dismissed to a parent/guardian, or specified adult. If the adult picking up is not the parent/guardian, they must have prior approval by a parent/guardian to pick up the student. If the teacher does not know this adult they may ask for photo identification. All students who attend the West Cambridge Youth Center for afterschool will be called via announcement to the front lobby.

1. Students are dismissed from classes at 1:55PM. Staff will supervise students and will assist with pick up.
2. **Students being picked up by parents/guardians should be met in the first floor hallway overlooking the gym, accessed via the Lawn Street entrance**
3. Junior Kindergarten and Kindergarten students can be picked up outside the outer door to room 102, on the CitySprouts side of the building on Lawn Street. This is the first door on the right when you come down the stairs on the Lawn Street side of the building from Cushing Street.



Early Dismissal

If you need to pick up your child before the 1:55PM dismissal, please let your teacher know by the morning of the early departure. When you arrive to pick up your child, please come to the main office and ask for help getting your child from their classroom. Please sign out your child in the dismissal log book on the main desk.

TRANSPORTATION

The CPS Transportation department coordinates all transportation to and from the school. Each school bus servicing Haggerty students has a symbol that is used as an identifier (i.e. Rainbow, Green Turtle, etc.). Students are only permitted to ride their designated bus and may not board a different bus for any reason without a written and signed note from a parent or guardian. Students in second grade and below must have a yellow bus tag attached to their belongings in order to board a bus. These tags designate the student's afternoon bus stop for each day as well as contact information. The Transportation Office phone number is: 617.349.6862.

What to Do If A Student Does Not Arrive At Expected Destination

If a student does not arrive at his/her expected destination, call the school at 617.349.6555 and press 0 to reach the main office. If this is unsuccessful, please call the Safety and Security Office at 617.349.6772 or the Transportation Office at 617.349.6862. Students in second grade and below must be greeted by a parent/guardian at their bus stop. If no adult is present, the student will remain on the bus until the route has been completed and will then be taken to the Safety and Security Office at Cambridge Rindge and Latin High School to wait for pick up.

Parents/Guardians Visiting our School

If you come to visit during the school day, please sign in and out in the Main Office, and put on a Visitor Name Tag. Parents/guardians should follow this protocol. Please remember to always enter through the main entrance. If you are dropping something off for your student or wish to speak to your child's teacher, we will ask that you wait while we contact the classroom. If the teacher is not expecting you, we will not interrupt teaching times and request that you leave any items for your child in the office. We will make sure that your child has received the items you've dropped off.

Staff are not allowed to open the Lawn Street door or Playground door for anyone. **ALL MUST ENTER THROUGH THE MAIN ENTRANCE AND SIGN-IN AT THE OFFICE.**

Observing your Child in School

There may be times when you would like to observe your child. These observation periods need to be scheduled with the principal and classroom teacher. If your child has an Individual Education Plan (IEP) the observation scheduling will be coordinated with the school psychologist.

Sibling Policy for Classroom Events

Your child's teacher will be planning in-school classroom events to which you will be invited, such as authors' breakfasts, plays, and presentations. We encourage and welcome your attendance. Please be aware that classroom teachers sometimes find it difficult to accommodate siblings who attend Haggerty at classroom events. Siblings attending events miss instruction. To minimize these problems, we request that the invitation of siblings to such classroom events be left to the discretion of the host classroom, with input from the sibling's classroom teacher.

Student family members, friends, or former students who wish to visit will only occur if the classroom teacher and principal agree that it is appropriate and that the parent/guardian complete a release form. Haggerty parents/guardians should contact the office to request such visits.

CLASSROOM CELEBRATIONS AND FOOD



In an effort to create a healthy school environment for all students, some guidelines have been developed to help guide teachers and families in the consumption of food during school.

These guidelines arrived out of concerns raised by parents after annual events (Valentine's Day, Halloween, Birthdays, end-of-year celebrations, etc.) about what and how many sweets their children consume at school. Family members are not present at events to limit or control what their children are consuming. Additionally, the school had no standard expectation for sweets and celebrations, which resulted in some classrooms allowing food and other classrooms not, creating an inconsistent and mixed message for our students and families.

Birthday Celebrations

Instead of food, developmentally appropriate alternative activities are used to mark students birthdays.

Annual Holidays such as Halloween and Valentine's Day

No candy, sweets or food will be exchanged on Valentine's Day. Out of respect for the many Haggerty families who do not celebrate Halloween, we will not have Halloween-activities. There will be no classroom activities that include holiday food.

Curriculum and Classroom Events and Breakfasts

With the support of room parents and the school nurse, a healthy food guide will be distributed to make suggestions to families around foods that would be welcomed at a classroom event.

Teachers will have flexibility to include food for teaching purposes and when students and families are sharing their cultures.

Food Rewards/Incentives

The use of food or candy as a reward or reinforcement is not allowed unless it is part of a formal behavior plan overseen by a district behaviorist that has been agreed upon by a parent/guardian.

During testing and throughout the year, students will not be given cake, candy, gum, or edibles for their hard work. All of the Haggerty Staff is committed to giving students specific descriptive praise for their efforts and use of strategies, none of which will come in the form of sweets. Teachers will have flexibility to include food for teaching purposes when it's part of a curriculum lesson, unit, or family celebration.

Room parents will help distribute this information to parents and support communication to families throughout the year.

SCHOOL NURSE/HEALTH PROCEDURES

Each year, parents/guardians who wish to have our nurse administer medications in school, must complete the appropriate paperwork, and provide us with medical authorization from the prescribing doctor. At no time should a child be transporting any prescribed medicine to or from school. Parents/guardians of students with allergies need to notify our school nurse for guidelines on providing the school with EpiPens. Parents/guardians should provide the nurse with a medical form and notify the school nurse of any changes in your child's medical condition.

Parent/Caregiver Groups

The Friends of Haggerty School

The “Friends” is a parent/guardian run 501(c)(3) organization that seeks to enhance and enrich learning opportunities for all of our students. The goals of this group are to streamline the fundraising process, look for additional sources of funding, and provide more opportunities for our students to get the most out of their education. All donations to the Friends are tax-deductible.

The PTO/Arts Committee

The PTO/Arts Committee meets the 2nd Tuesday of the month at 8AM in the conference room. These meetings are open to all. The PTO/Arts Committee works to host community building events for the entire Haggerty community, including an annual International Potluck, a Celebration of the Arts/Talent Show, an annual used book sale, staff appreciation luncheon, and parent/guardian workshops.

School Advisory Council (SAC)

School Councils are required to be in place for all school in Massachusetts as part of the Education Reform Act of 1993. **School Councils are representative, school building-based committees composed of the principal, parents/guardians, teachers, community members and are required to be established by each school pursuant to Massachusetts General Laws Chapter 71, Section 59C. The purpose of a school council is to:**

- 1) assist the principal in adopting educational goals for the school
- 2) assist principal in the identification of the educational needs of the students
- 3) assist principal in the review of the annual school budget
- 4) assist principal in the formulation of a school improvement plan

The membership of the school council includes the principal, four elected parent/guardian members, three teachers and three community members. The council should broadly represent the racial and ethnic diversity of the school building and community. The Massachusetts Department of Education’s website provides detailed information about the mission and the responsibilities of Site-Based Councils. <http://www.doe.mass.edu/lawsregs/advisory/schoolcouncils>
Meetings are open and parents are encouraged to attend.

Parent/Guardian Requests for Student Recommendations

Parents/guardians who are requesting that the Haggerty School staff complete a recommendation/reference must speak directly to the school administration and the classroom teacher. We request that parent/guardian provide us with self-addressed stamped envelopes, releases and all paperwork **at least one month** before the due date.

Assembly

The all School Assembly of the entire Haggerty School student body and staff occurs monthly. The primary purpose of an All School Assembly is to foster a sense of community in the school. It provides a forum for celebrating our students and their learning. Students may sign up independently for sharing. Typical sharings include: reciting a poem, sharing an aspect of a culture, or playing an instrument. It’s a great opportunity for the faculty and students to have this time together, with all of the students’ hard work and accomplishments at the center of our work. It is a monthly opportunity for all of our students to learn how to be a member of an audience, and perhaps take a risk and share at a future assembly. Our 5th graders host each assembly, write the script, and run the technology. There is room in the back of the gym to stand and watch, if you’d like to see your child present at an assembly.

Notifications of School Closings Due to Inclement Weather

On occasion, the district will close all schools due to inclement weather. This information can be found on local news programs, typically there is a running list on the bottom of the screen on the major local channels. It is also posted on our website: www.cpsd.us. Or you can follow CPS on Facebook or Twitter for the latest information. It is also available on the CPS App.





After School Programming

The Haggerty Community School, run by the Cambridge Department of Human Service Programs, provides afterschool programming in the Haggerty School building from 1:55 to 5:30PM, Monday – Friday. Contact Kristina Cook, Director, for more information. kcook@cambridgema.gov

Cell Phone Policy

Haggerty students may not have mobile phones on their person during the school day. If parents/guardians insist that their child carry a mobile phone, it must be stored in the student's backpack in the classroom cubby for the duration of the school day, and it must be completely powered off. If mobile phones are being used in any way, or if they ring or vibrate audibly during the school day, the following consequences will be imposed:

- **First Offense:** Student will be reminded of where the phone is to be kept.
- **Second Offense:** Classroom teacher will confiscate the phone and it will be returned at the end of the day.
- **Third Offense:** The phone will be turned in to Sue Mapel, School Operations Manager, and a parent/guardian must come and pick it up.

This also applies to iPods, iPhones, and other mobile electronics. The school and its staff are not responsible for phones or other mobile electronics that are lost or are stolen during the school day.

BULLYING/CYBERBULLYING

The Haggerty School aims to prevent bullying by building a positive climate within each class, and across all grades. Our goal is to take a collaborative problem-solving and educational approach that seeks to show students that they are responsible for the kind of school they inhabit, while at the same time, taking all necessary actions to ensure all students are safe and treated with care and respect.

Definition of Bullying: Bullying is defined as the repeated use by one or more students or a member of a school staff, including but not limited to, an educator, administrator, school nurse, cafeteria worker, custodian, bus driver, athletic coach, advisor to an extracurricular activity or paraprofessional of a written, verbal or electronic expression or a physical act or gesture or any combination thereof, directed at a target/victim that: (i) causes physical or emotional harm to the target/victim or damage to the target/victim's property; (ii) places the target/victim in reasonable fear of harm to himself or herself or damage to his/her property; (iii) creates a hostile environment at school for the target/victim; (iv) infringes on the rights of the target/victim at school; or (v) materially and substantially disrupts the education process or the orderly operation of a school. This includes cyberbullying.

State law requires that schools take action when reports of bullying are made, and track the progress after making interventions. We ask parents/guardians to review the bullying definition with their children. Students and families are reminded that acts of bullying both online and in person, are violations of the student code of conduct and students who are found to exhibit bullying tactics are subject to serious consequences up to and including either suspension or exclusion from school (MA General Law, Section 370, Chapter 71, Title XII, Part I). Additionally if there is a reasonable basis to believe that criminal charges may be pursued against the aggressor or there is a determination that there is an immediate and significant threat to the health or safety of the student or other individual the school resource officer will be notified. A complete copy of the school district's anti-bullying policy and bullying prevention and intervention plan can be located on the school district's website or you can request a copy from the school. (<http://www.cpsd.us/cms/One.aspx?portalId=3042869&pageId=3496577>)

Rights and Privileges

Chapter 76, section 5 of the Massachusetts General Laws provides, in pertinent part, that: “[no] person shall be excluded from or discriminated against in admission to a public school of any town, or in obtaining the advantages, privileges and courses of study of such public school on account of race, color, sex, gender identity, religion, national origin or sexual orientation.”

CPS and the Hagerty School are committed to providing an atmosphere in which all students can learn and to participate in all activities pertaining to their education. Corporal punishment in any form is expressly forbidden. Moreover, any behaviors that insult the dignity of others, interfere with their freedom to learn is unacceptable, or creates hostile academic environment is unacceptable and shall result in disciplinary action being taken. Additionally, any intimidation, threats, harassment, degradation, humiliation or other retaliatory conduct of students will not be tolerated and shall result in disciplinary action being taken. School staff will not attempt to impede or discourage students or their parents/guardians from reporting such conduct to school officials. Any such interference should be reported immediately to the school principal. Additionally, reports can be made to the Superintendent of Schools, Deputy Superintendent of Teaching and Learning or Program Manager for Diversity Development. Further details on the reporting process are set forth below.

Non-Discrimination Policy and Prohibition Against Sexual Harassment

CPS has a commitment to maintaining an educational environment and workplace where bigotry and intolerance, including discrimination on the basis of race, color, national origin, ethnicity, ancestry, religion, age, disability, genetic information, veteran status, marital status, sex, gender, gender identity, sexual orientation, pregnancy or pregnancy-related condition are not tolerated and where any form of intimidation, threat, coercion and/or harassment that insults the dignity of others and interferes with their freedom to learn or work is unacceptable. CPS strictly enforces a prohibition against harassment and discrimination, sexual or otherwise, of any of its students or employees by anyone, including any fellow student, teacher, supervisor, coworker, vendor, or other third party, as such conduct is contrary to the mission of the CPS and its commitment to equal opportunity in education and employment. Discrimination and harassment consists of unwelcome conduct, whether verbal or physical, that is based on a characteristic protected by law, such as race, color, national origin, ethnicity, ancestry, religion, age, disability, genetic information, veteran status, marital status, sex, gender, gender identity, sexual orientation, pregnancy or pregnancy-related condition. “Sexual harassment” is defined as unwelcome conduct of a sexual nature. It includes sexual advances, requests for sexual favors, and verbal, nonverbal or physical conduct of a sexual nature when:

- 1) Submission to or rejection of such advances, requests, or conduct is made either explicitly or implicitly as a term or condition of employment, academic standing, school-related opportunities or as a basis for employment decisions.
- 2) Such advances, requests, or conduct have the purpose or effect of unreasonably interfering with an individual’s academic or work performance by creating an intimidating, hostile, humiliating, or sexually offensive work or educational environment. Sexual harassment includes acts of sexual violence, including without limitation, physical sexual acts perpetrated against a person’s will or where a person is incapable of giving consent due to the victim’s use of drugs or alcohol, or is unable to give consent due to an intellectual impairment or other disability. A number of different acts fall into the category of sexual violence, including rape, sexual assault, sexual battery and sexual coercion. All such acts of sexual violence are forms of sexual harassment covered under Title IX. The CPS will not tolerate harassing or discriminatory conduct that affects employment or educational conditions, that interferes unreasonably with an individual’s school or work performance, or that creates an intimidating, hostile, or offensive work or school environment. Discrimination and/or harassment of employees or students occurring in the schools or workplace are prohibited by law and will not be tolerated by the CPS. For purposes of this policy, “workplace” or “school” includes school-sponsored social events, trips, sports events, work related travel or similar events connected with school or employment, including without limitation, extracurricular and athletic activities and programs, traveling to and from school or on a school sponsored field trip. Further, any retaliation against an individual who has complained about discrimination, harassment or retaliation; or any retaliation against any individual who has cooperated with an investigation of a discrimination, harassment or retaliation complaint is similarly unlawful and will not be tolerated.

CPS takes allegations of discrimination and harassment seriously and will respond promptly to complaints. Where it is determined that inappropriate conduct has occurred, the CPS will act promptly to eliminate the conduct and will impose corrective action as necessary, including disciplinary action where appropriate, which may include termination of employment or school-related discipline, up to and including suspension and/or expulsion/exclusion of a student from school. A student can raise complaints regarding alleged discriminatory practices may be raised informally with a student’s teacher, principal, head of upper school or dean, Program Manager for Diversity Development or Deputy Superintendent of Teaching and Learning. An employee can raise complaints with his/her supervisor, the Program Manager for Diversity Development or the Executive Director of the Office of Human Resources. The offices of the Affirmative Action Officer, Human Resources and Deputy Superintendent of Teaching and Learning are located at 159 Thorndike

Street, Cambridge, Massachusetts. The telephone number for the Program Manager for Diversity Development is 617.349.6456, the telephone number for Human Resources is 617-349-6438 and the telephone number for the Deputy Superintendent of Teaching and Learning is 617.349.6418. The Program Manager for Diversity Development also handles formal complaints regarding alleged discriminatory practices. In some cases, the conduct complained of may constitute sexual harassment under Title IX and criminal activity. If you believe that the conduct also constitutes a crime you have a right to file a criminal complaint at any time, including during or after the school's investigation into your complaint. A complete copy of the school district's nondiscrimination policy and prohibition against sexual harassment can be located on the school district's website or you can request a copy from the school principal.

Criminal Offender Record Information (CORI) POLICY

It is the policy of the CPS that all parents or community members wishing to volunteer either in a classroom or attend a field trip, complete a CORI Form annually, and present the form along with a photo identification, in our office. A complete copy of the school district's CORI policy can be located on the school district's website or you can request a copy from the school principal.

Elevator Use

Students are not permitted to be on the elevator at any time unless they have a pass from the Nurse or are chaperoned by a staff member.

Emergency Evacuations

Each year Haggerty Staff members will review emergency evacuation procedures with students and will be given the opportunity to practice exiting in case of emergency. In the event of an evacuation, all students must exit the building in a single-file line **silently**. Students proceed to one of four waiting locations where they wait silently to receive instructions from a person in charge. Once instructions are given to return to the building, students may talk quietly.

Twice a year, we will also practice Lockdown drills. A lockdown would be used if the students ever needed to take cover inside their own classrooms. During these drills, an announcement of the drill would occur over the intercom, and students would find a place in the room out of the site of the door. Teachers would lock the classroom door, turn off the lights, and join their students. They all are to remain silent for about 2-3 minutes, or until the intercom announces the end of the drill.