**Guidelines for School Emergency/ Communication Radios**

* **Channel #[ ]** is for the Emergency Response Team and is required to be with you at all times. This will also be used by administration during the school day.
* **Channel # [ ]** is for Physical Education, Recess, and Nurse.
* **Channel # [ ]** is for Maintenance.
* **Channel # [ ]** is for the [ ] Program or other**.**
* Radios are to be used for communicating with the office, emergencies, and the nurse. Only stay on the channel that you are assigned to. If an emergency or during drills only the emergency team is to be on channel #[ ].
* The radio for recess will need to be picked up and dropped off in the main office each time you need it. Handing the radio off to others that are already out at recess and staying longer is allowed. Then that grade level will be responsible for returning the radio. Students are not to handle the radios at any time unless there is an emergency and the teacher is unable.
* The goal is to provide a quicker medical response and more security/ safety for our staff and students.
* Please report all unusual behavior, situations, and people to the main office when you see it.
* At the beginning of the year you will be assigned a radio by an assistant principal and may have to sign it out.
* At the end of the year you may have to return the radio to the same assistant principal you received it from, and you may have to sign that you returned it.
* You are responsible for the security of the radio at the end of the day.
* Please let co-workers know where you will secure the radio. That way the substitute teacher, if applicable, can access the radio when they take your class outside.
* Please keep conversation to a minimum and refrain from using a student name unless it is absolutely necessary.
* Please put your name on the radio. You can use paper and tape or a label maker.