

OUTREACH STUDENT HANDBOOK

2023-2024



Telephone 780-674-7600

Cell Phone (for texting): 780-284-0053

MAILING ADDRESS:

5310 – 49th Street, Barrhead, AB T7N 1P3



SCHOOL STAFF

Teacher: Joanne Wallace

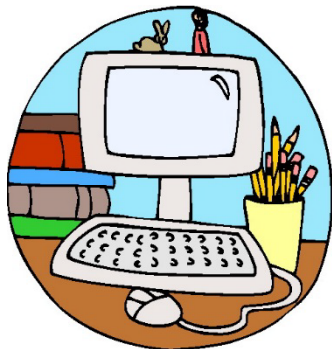
Teacher: Shawn Lawrence

Educational Assistant: Jackie Balzer

ADMINISTRATIVE STAFF

Principal – Colleen Teske

Administrative Assistant – Christine
Vachon



We honor the many First Nations, Métis, and Inuit whose footsteps have marked these lands for centuries. We acknowledge that the land on which we gather is Treaty 6 territory, an ancestral and traditional meeting ground for many indigenous peoples.

We honor the presence and contribution of the First Nations, Métis and Inuit people who live, work and learn together in our communities.

Welcome to the Barrhead Outreach School!

We all have the same goal at this school – to achieve high school graduation. Each person’s path to this goal is different, and the staff here strive to support everyone on their own path.

Please know that everyone here is a learner, and that means that at times everyone needs help learning a concept or skill. The staff want to help you and they want you to ask for help. If something doesn’t make sense – ask questions, you will never be turned away!

Everyone at the Barrhead Outreach School is a unique individual, who wants to be the best person that they can be. There will be many opportunities throughout the school year to participate in special presentations, learning sessions or events. Embrace these opportunities, even if they push you out of your comfort zone – you will learn more about yourself and you might even have some fun!



Mission and Values Statement

We offer students a flexible learning environment to help students achieve their goals.

We balance self-awareness and independent learning.

We provide a positive learning environment where students are in control of their own learning.

OUR MOTTO: High School..... Just Different

OUR PURPOSE: To support students to high school completion.

SCHOOL EXPECTATIONS

1. Show consideration, courtesy and respect to others and their property. Use language and gestures appropriate for a school.
2. Try your best.
3. If your best isn't working, ask for help - You won't be refused.
4. Attend more than 2 days per week.
5. Hand in an assignment every week.
6. Learning is hard work; Come to school prepared to learn and work.
7. Be honest and correct your mistakes.
8. Be proud of your school and represent it well.
9. Help keep the school clean and welcoming. Tidy up your work area, pick up after yourself, remove outdoor shoes and put them on the shoe rack.
10. Outreach students may not be on BCHS property except for scheduled classes.

DAILY SCHEDULE

Monday – Friday 8:50-3:15

Work Block 1	8:50 to 9:40
Break	9:40 to 9:50
Work Block 2	9:50 to 10:40
Break	10:40 to 10:50
Work Block 3	10:50 to 11:40
Working Lunch	11:40 to 12:20
Work Block 4	12:20 to 1:10
Break	1:10 to 1:20
Work Block 5	1:20 to 2:10
Break	2:10 to 2:20
Work Block 6	2:20 to 3:13

Dismissal for Bus Students 3:13 p.m.

Breaks last for 10 minutes and are school wide. Students are expected to use only these break times.

Students are welcome to stay until 4 p.m. if they have their own transportation home.

PHPS STUDENT CODE OF CONDUCT

The following excerpt has been taken from PHPS Administrative Procedure 50-09:

7. Students shall exercise their responsibilities to:

7.1. Attend school regularly and punctually

7.2. Be ready to learn and actively engage in and diligently pursue their education

7.3. Know and comply with rules of the school and cooperate with all school staff

7.4. Inform a trusted adult in a timely manner of incidents of bullying, harassment, intimidation or other safety concerns

7.5. Comply with the rules of the school and the policies of the Division

7.6. Cooperate with everyone authorized by the Division to provide education programs and other services

7.7. Use school property and equipment carefully

7.8. Refrain from tampering or disabling fire alarms and safety equipment

7.9. Adhere to Division administrative rules relating to smoking, alcohol, and drugs (see AP 50-12 Unauthorized/Illegal/Stolen Substances/Items)

8. Students shall be responsible and accountable for their behavior and conduct:

8.1. While involved in school-sponsored or related activities

8.2. While on school property

8.3. During any recess or lunch periods on or off school property

8.4. While using personal or school owned digital devices for learning, entertainment or communication

8.5. While travelling to and from school; and

8.6. Beyond the hours of school operation if the behavior or conduct detrimentally affects the welfare of individual students or the governance, climate, or efficiency of the school(s) (Education Act Sections 36 (1)(c) and 37(1)(c))

WHAT DOES THE CODE MEAN?

- Be polite and treat others with respect.
We use good words and good thoughts towards each other to create a good working environment. Students will be asked to leave if their behaviour makes it difficult for others to work.
- Come to school sober.
Impaired brains don't learn; impaired people disrupt the learning of others. At school you need to be ready to learn. If substance use is an issue for you or others in your life and you want this to change, we can connect you to supports.
- Use the classroom for school work.
Because you need to work to hand in at least one module booklet **every week**, activities like making after school plans, selling/ buying stuff on Facebook, bumming cigarettes and lighters – are not school work, so please do them outside of the classroom.
- Keep your hands to yourself.
Workplace behaviour is expected, so please don't roughhouse or show public displays of affection here.
- Please don't break our stuff!
Our budget is limited. If you wreck something or make a mess - you will be asked to make it right. This could include a bill for the clean-up and/or repair costs.

ACCIDENTS, ILLNESS OR INJURY

Students should not attend school if you are feeling sick, particularly if you have a fever, a new or worsening cough, vomiting or diarrhea or serious headache. We are a small school and sickness can spread fast in our small space.

If a student becomes ill or injured while at school, our staff will contact the parents and then the emergency contacts listed on the annual registration. Please keep this information updated.

Parents are responsible for transporting ill/injured students. An ambulance may be called if parents are unable to transport students to necessary medical facilities.

ACHIEVEMENT EXPECTATIONS

All students are expected to hand in an assignment booklet every week, and earn a **minimum** of 10 credits each semester. This is half of the expectation in a traditional high school, and students who only earn the minimum will take 5 years to complete high school.

ACHIEVEMENT EXPECTATIONS Continued....

Students will be expected to earn at least 5 credits by mid-semester and an additional 5 credits by the end of each semester.

Courses that are more than two years old must be restarted. For example, courses that were started in the 2021-2022 school year and not completed will need to be restarted.

ADULT STUDENTS

People who are older than 19 years old on September 1 of a school year are considered Adult Students.

Alberta Education's Guide to Education forbids public schools from offering programming to Adult Students, except through a designated, separate adult program. In Pembina Hills School Division, only Vista Virtual School has been designated for adult programming. Find out more at www.vvschool.ca

ALL-IN MEETING

Once a month the Outreach staff and students meet to discuss any issues that have arisen or opportunities for students. There may also be invited guests who will talk with staff and students about emerging social issues or other interesting topics. Students can suggest guests or topics to the Outreach staff.



APPEALING MARKS OR GRADES

Any issues with student assessment should be directed to the teacher who has assessed the mark or course. If the issue cannot be resolved, an appeal should be made in writing to the school principal. This needs to be made within one week of the final course assessment being given to the student. The principal will confirm in writing the outcome of the appeal to the student and Superintendent.



ATTENDANCE POLICY & PROCEDURES

Students are expected to attend all day, every day that the school is open, however each student has a unique learning plan and schedule that suits their needs. Work Experience placements are considered as school attendance.

Note: Students who ride PHS school buses but do not attend school will have their bus privileges reviewed and possibly removed.

BCHS PROPERTY

Outreach Students are only allowed on BCCHS property for scheduled classes, and are expected to arrive and leave BCCHS promptly. Please do not linger around the BCCHS property.

Outreach students without classes at BCCHS are NOT BCCHS Students and are expected to stay off BCCHS property and away from area in and around BCCHS, (including the alleyways and parking lots).

Outreach students have been issued trespassing tickets for loitering at BCCHS.

BUS EXPECTATIONS (PHPS AP 70-105)



- 2.1 The Bus Driver is in full charge of the bus at all times.
- 2.2 Classroom conduct is expected.
- 2.3 Students must obey the Bus Driver/ Monitor promptly and respectfully.
- 2.4 The students must be at their designated pickup location five minutes before the scheduled pick up.
- 2.5 Use of tobacco, vaporizers, alcohol or drugs is strictly prohibited.
- 2.6 Students must not vandalize or damage the bus or other property on the bus.
- 2.7 Students must face forward and remain seated at all times. Students must not extend body parts out of the windows.
- 2.8 Littering of any kind will not be tolerated.
- 2.9 Inappropriate use of electronic devices on the bus is prohibited.
- 2.10 Dangerous objects and/or weapons of any kind are strictly prohibited.

Students are expected to wear masks on PHSD buses. Non-compliance can result in a loss of bus privileges.

CELL PHONES and ELECTRONIC DEVICES

Outreach students have said that :



- Sometimes music helps to drown out background noise. Some students find music is helpful for them to focus on their task or to help them be motivated and creative.
- When we use music, we need to consider the needs of other people in the room.
- Music should not be a distraction from our work, and going without music is realistic because in most work environments you won't be able to use your headphones.

Texting, social media and off-task use of cell phones only happens at breaks and noon hour.

Note: IF it is ESSENTIAL for you to text a parent/supervisor, please tell staff before you use your phone so we know what is happening.

Music is allowed Wednesday, Thursday and Friday afternoons.

Music is allowed in the last hour of attendance for students who are here for ½ days

Music is not allowed during special presentations, when we have guest speakers, or during class meetings. These activities are

intended to build social skills and give students special opportunities and using music at this time is inappropriate.

If you choose to use music on Wednesday, Thursday or Friday:

- Try using music with no lyrics
- Try using a playlist or an app that does not have ads. When you are tapping on your phone skipping ads or changing songs it is easily mistaken for texting/social media and is highly distracting.
- Music is best used when doing something creative and not when you are learning something brand new, or practicing something for the first time (like calculating Changing Velocity or the Surface Area of a Rectangular Prism.)
- If your music is loud - you will be asked to turn it down. If you have to be asked to turn it down more than 3 times you are not being courteous.
- You may wear both headphones, if you prefer.
- If you are not completing work - you are too distracted by your music.

You will lose your phone if you cannot be courteous.

You will lose your phone if it becomes too much of a distraction for yourself and/or others.

FAQ

Can I use my phone to Google stuff?

A. We prefer that you use a computer or a Chromebook.

On Wednesday Thursday or Friday can I use a Chromebook for music?

A. Yes, as long as other students don't need the Chromebook for school work.

Can I charge my device at school?

A. No, you may not charge your device at school, and you cannot use a Chromebook to charge your device. If it is an emergency, please speak to a staff person.

DIPLOMA EXAMS, HIGH SCHOOL TRANSCRIPTS AND HIGH SCHOOL DIPLOMAS

Transcripts and diplomas are now accessed through the myPass portal. Diploma exams are booked through this portal. In



the fall, all Grade 11 and 12 students will be provided with information to sign up for myPass.

<https://public.education.alberta.ca/PASI/myPass>

Outreach students complete diploma exams at BCHS. See the schedules at the back of this book for exact dates and times.

DRESS CODE

The Outreach school is a place of work. These items are considered inappropriate for workplace attire: profanity, obscene gestures/pictures or promoting anti-social behavior, such as racism and/or alcohol use. Clothing must appropriately cover the torso, groin and legs, regardless of gender or activity. Students will be asked to cover or reverse clothing deemed by the staff to be offensive or not-school-appropriate.

DRIVING TO SCHOOL (PHPS AP 70-117 Student Use of Bicycles/Motor Vehicles)

Parking for the Outreach school is behind the Fas Gas, or directly behind the Outreach School.

Students who drive to school need to be aware of two school policies:

- **private vehicles are off limits to other students during breaks.** This means that students should not be in private vehicles during class time or at breaks.
- **Outreach students will not drive other PHPS students around during the school day.**

EMERGENCY SCHOOL CLOSING (PHPS AP 70-101 Emergency School Closing (Threats, Inclement Weather, Power Failures and Water Shortage))

It is very rare that an emergency closure would be necessary. If school buses are cancelled, the schools usually remain open. PHPS will contact major radio stations to disseminate the news of any school bus cancellation or emergency school closure. The School Division updates its “Bus Route Status Report” on the PHPS website every day.

FEES (PHPS AP 30-06 Student Fees)

There are no instructional fees at Outreach, however there will be fees for field trips or special events like bowling.

All students are liable and shall pay for any lost or damaged materials.

FOOD AND SNACKS

Snacks and lunch items are available at the Outreach school everyday. Breakfast is served until 9:50am . Students may use the microwave or prepare food at breaks and lunch time; please consume any grab and go snacks the rest of the time.

Students may have a water bottle or beverages at their desk throughout the day.

Students are responsible for washing their own dishes or loading them in the dishwasher.

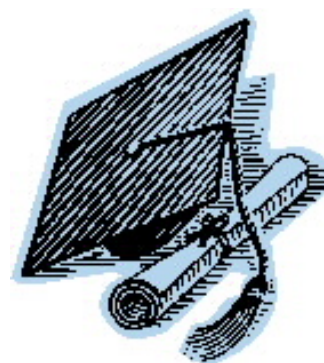
GRADUATION

Barrhead Outreach students participate in the BCHS Grad each June. Outreach students and parents are eligible to participate in the Grad Council, Grad meetings and the Grad Parent Council. Barrhead Outreach students pay the same fees and follow the same policies as the BCHS Grads.

To remain on the Grad list, students must be 95% complete and passing all required courses for their program (Certificate or Diploma) by **May long weekend** of the school year. This means that courses completed through Vista Virtual School must be completed, with final exam written by June 1.

Graduating students can participate in the following:

- Grad photos at BCHS
- Grad ceremony
- Grad fundraising
- Grad banquet and social
- Group Grad photo
- Grad book
- Grad clothing



Grads have their own Grade 12 Google Classroom where Grad information is posted. Outreach staff are not responsible for passing along Grad information or keeping Grads or parents informed of upcoming events.

GUESTS

Students may not have guests in the school, and will be encouraged to meet with guests outside of the school at break times. Persons unlawfully at school may be charged with trespassing under the Alberta School Act.

HARASSMENT (PHPS AP 20-20 Discrimination, Harassment, Bullying and Violence)

Harassment means conduct or communication in any form (including technology use: computer, internet, e-mail, messaging, cell phone, etc.) of attitudes, beliefs or actions whether deliberate or unintentional, towards an individual or group of people, which might be reasonably known to be unwelcome. If serious enough, a single act or expression can constitute harassment. Harassment occurs when an individual is subjected to unwelcome verbal or physical conduct because of race, religious beliefs, gender, physical disability, mental disability, marital status, family status, source of income, age, ancestry, colour, place of origin, or sexual orientation. Harassment may be either subtle or blunt.

Harassment of any kind will not be tolerated. Please alert staff of any concerns.

INDEPENDENT STUDENT STATUS (PHPS AP 50-07

Independent, Foreign and Adult Students)

Students who are between 16 and 18 years of age, and live independently of their parents or guardians, may request in writing to the school principal to attain 'Independent' status. Independent Status students can make decisions about their education without requiring their parents' consent. The status can be temporary if necessary.

Any student over the age of 18 is automatically granted Independent status, and must give written consent for their parents to be involved in their education.

MARKS and REPORT CARDS

Report Cards are handed out in February and mailed out at the end of June. Interim reports will be distributed in November and April.



Parents and Students have continuous access to marks through the Powerschool website at

<https://powerschool.pembinahills.ca/public/>

Parents/guardians should reuse their existing Powerschool account year after year.

PARENT-TEACHER INTERVIEWS

Parent-Teacher interviews can be arranged at any time during the school year by appointment on Monday, Wednesday and Friday afternoons, however we have set aside Monday October 16th to schedule interviews.

Parents may choose in person, telephone or virtual meetings. These are most productive if they can involve the teacher, student and parent.

SEARCHING STUDENT BAGS AND SHELVES (PHPS AP 50-19 Interrogation by Outside Agencies/ Searches)

PHPS policies state that students suspected of wrongdoing can be asked to empty their pockets or bags. Student shelves are PHPS property and can be searched at any time.



SMOKING (PHPS AP 50-12 Unauthorized/Illegal/Stolen Substances/ Items)

There is a designated smoking/break area behind the building, as neighbouring businesses do not want smokers and students loitering. Students are expected to keep this area clean, and when using the space behave in a respectable manner. The public is watching.

Lighters, vapes and tobacco products will be confiscated from anyone displaying them in the classroom.

Counsellors from Alberta Health Services are available for students who wish to stop smoking.

STUDENT COUNSELLING SERVICES

Barrhead Outreach students can access various Pembina Hills support staff by making an appointment through the Outreach staff. We will have access to counsellor Kayla McLachlan through the Together Talk Program.

We are also able to make referrals for other supports such as Addictions Counselling.

TECHNOLOGY ACCEPTABLE USE (PHPS AP 80-05 Technology Acceptable Use AP)

Each student and staff have signed a PHPS Technology Acceptable Use Agreement which means:



1. You will not download or install games, programs or other software; you will not reconfigure the setup of any computer.
2. You will use the computers to communicate politely, and respectfully, including posting only appropriate pictures, music, videos, information or other data.
3. You will not reveal your password, personal address or phone number, nor those of others.
4. You will not use the computer in a way that is disruptive to others.
5. You will use the equipment safely and will not cause intentional damage to any device.
6. You will not tamper with others data or work stations.
7. You will not plagiarize or copy others work.

Your digital files exist on the PHPS electronic network and can be reviewed by PHPS staff at any time, without cause. If you are found to be in violation of any PHPS policy, you will lose the privilege of using technology while at school.

EMERGENCY NUMBERS

ADDICTIONS SERVICES	780-674-8329
ADDICTIONS HELP LINE	1-866-332-2322
CHILD ABUSE HOTLINE	1-800-387-5437
CHILDREN'S SERVICES	780-674-8321
(AFTER HOURS)	1-800-638-0715
COMMUNITY HEALTH	780-674-3408
FAMILY VIOLENCE HOTLINE	780-310-1818
FIRST NATIONS AND INUIT HOPE FOR WELLNESS	1-855-242-3310
FCSS/FOOD BANK	780-674-3341
HEALTH LINK	811
KIDS HELP PHONE	1-800-668-6868
MENTAL HEALTH	780-674-8243
HOTLINE	1-877-303-2642
POISON CONTROL	1-800-332-1414
RCMP	780-674-4848
SEXUAL VIOLENCE HELP LINE	1-866-403-800 (CALL/TEXT)
SUICIDE PREVENTION	1-800-784-2433
TRANS LIFELINE	1-877-330-6366

SCHOOL CALENDAR 2023 – 2024

August	30	First Day for Students
September	4	Labour Day- No School
	6	All-In Meeting
	15	PD Day - No School
	29	Day in Lieu of Orange T-shirt Day – No School
October	4	All-In Meeting
	9	Thanksgiving Day – No School
	20	PD Day – No School
November	1	All-In Meeting
	6-10	– Fall Break - No School
December	6	All In Meeting
	22	Winter Break Spaghetti lunch
	23-January 7	Christmas Break
January	8	Classes Resume: First Day back from Break
	10	All-In Meeting
	19	Last Day of first semester for Grade 10-12
	22	Last Day to hand in assignments for Semester 1.
	22-25	Exams by Appointment Only
	26	Diploma Course Marks due by 9am

29 and 30 Staff Only Day

SEMESTER TWO

January	31	First Day Semester Two
February	2	PD Day - No School
	7	All-In Meeting
	8-9	Teachers' Convention
	19	Family Day- No School/Students
	28	Pink T-shirt Day
March	1	PD Day - No School
	6	All-In Meeting
	15	PD Day- No School
	25-April 1	Spring Break
April	3	All-In Meeting
	19	PD Day
May	1	All-In Meeting
	20	Victoria Day- No School
June	1	Last day to Register with Vista Virtual school for Summer courses
	5	All In Meeting

- 9 Last day to write Final Exam for Vista Virtual School Courses.
- 18 Last day of Classes and Last Day to hand in Assignments for Semester Two
- 19- 20 Exams by Appointment Only
- 21 National Indigenous Peoples Day
- 24 Staff Only Day (Marks due to AB Ed at 9 am)
- 26 Staff Only Day
- 27 Staff Only Day
- 28 Possible Graduation Day

Diploma Exams Schedule: January 2024

January 2024

Diploma exams **must** be administered in accordance with the scheduled dates and times.

All diploma exams remain SECURED before and during the administration. Teacher perusals are Exam Rules and Policies for rules).

All diploma exam except those that are asterisked (*) remain SECURED after the administration a Education.

Wednesday, January 10	9:00 A.M.–12:00 P.M.	English Language Arts 30–1 Part A* English Language Arts 30–2 Part A*
Thursday, January 11	9:00 A.M.–12:00 P.M. 9:00 A.M.–11:30 A.M.	Social Studies 30–1 Part(ie) A* Social Studies 30–2 Part(ie) A*
Friday, January 12	9:00 A.M.–12:00 P.M.	Français 30–1 Partie A French Language Arts 30–1 Partie A*
Friday, January 19	9:00 A.M.–12:00 P.M.	Français 30–1 Partie B French Language Arts 30–1 Part B
Monday, January 22	9:00 A.M.–12:00 P.M.	Mathematics 30–1 Mathematics 30–2
Tuesday, January 23	9:00 A.M.–12:00 P.M.	English Language Arts 30–1 Part B English Language Arts 30–2 Part B
Wednesday, January 24	9:00 A.M.–11:30 A.M.	Social Studies 30–1 Part(ie) B Social Studies 30–2 Part(ie) B
Thursday, January 25	9:00 A.M.–12:00 P.M.	Biology 30
Friday, January 26	9:00 A.M.–12:00 P.M.	Chemistry 30
Monday, January 29	9:00 A.M.–12:00 P.M.	Physics 30
Tuesday, January 30	9:00 A.M.–12:00 P.M.	Science 30

Diploma Exams Schedule: June 2024

Diploma Exams Schedule: November 2023

November 2023

Diploma exams **must** be administered in accordance with the scheduled dates and times.

All diploma exam remain SECURED before, during, and after the administration. Teacher perus:

Thursday, October 26	9:00 A.M.–12:00 P.M.	Français 30–1 Partie A French Language Arts 30–1 Partie A
Friday, October 27	9:00 A.M.–12:00 P.M.	Français 30–1 Partie B French Language Arts 30–1 Part B
Monday, October 30	9:00 A.M.–12:00 P.M.	English Language Arts 30–1 Part A English Language Arts 30–2 Part A
Tuesday, October 31	9:00 A.M.–12:00 P.M. 9:00 A.M.–11:30 A.M.	Social Studies 30–1 Part(ie) A Social Studies 30–2 Part(ie) A
Thursday, November 2	9:00 A.M.–12:00 P.M.	Mathematics 30–1 Mathematics 30–2
Friday, November 3	9:00 A.M.–12:00 P.M.	English Language Arts 30–1 Part B English Language Arts 30–2 Part B
Monday, November 6	9:00 A.M.–11:30 A.M. 1:00 P.M.–4:00 P.M.	Social Studies 30–1 Part(ie) B Social Studies 30–2 Part(ie) B Chemistry 30
Tuesday, November 7	9:00 A.M.–12:00 P.M. 1:00 P.M.–4:00 P.M.	Physics 30 Biology 30
Wednesday, November 8	9:00 A.M.–12:00 P.M.	Science 30

Diploma Exams Schedule: April 2023

April 2024

Diploma exams **must** be administered in accordance with the scheduled dates and times.

All diploma exam remain SECURED before, during, and after the administration. Teacher perusals

Thursday, April 4	9:00 A.M.–12:00 P.M.	Français 30–1 Partie A French Language Arts 30–1 Partie A
Friday, April 5	9:00 A.M.–12:00 P.M. 9:00 A.M.–11:30 A.M.	Français 30–1 Partie B French Language Arts 30–1 Part B
Monday, April 8	9:00 A.M.–12:00 P.M.	English Language Arts 30–1 Part A English Language Arts 30–2 Part A
Tuesday, April 9	9:00 A.M.–12:00 P.M. 9:00 A.M.–11:30 A.M.	Social Studies 30–1 Part(ie) A Social Studies 30–2 Part(ie) A
Wednesday, April 10	9:00 A.M.–12:00 P.M.	Mathematics 30–1 Mathematics 30–2
Thursday, April 11	9:00 A.M.–12:00 P.M.	English Language Arts 30–1 Part B English Language Arts 30–2 Part B
Friday, April 12	9:00 A.M.–11:30 A.M. 1:00 P.M.–4:00 P.M.	Social Studies 30–1 Part(ie) B Social Studies 30–2 Part(ie) B Biology 30
Monday, April 15	9:00 A.M.–12:00 P.M. 1:00 P.M.–4:00 P.M.	Chemistry 30 Science 30
Tuesday, April 16	9:00 A.M.–12:00 P.M.	Physics 30

FIRE PROCEDURE

1. Dial 911.
2. Educational Assistant and teacher will grab their laptops to access the attendance record.
3. Students will go with Educational Assistant to the muster point in front of Stephani Motors. In the case of bad weather, go into the showroom at Stephani Motors. Teacher may call the PHRD Transportation Department for a bus – 780-674-8509
4. Teacher searches backroom and washroom, and then proceeds to muster point.
5. Teacher and EA will communicate via cellular phone if either cannot reach the muster point.
6. Teacher or EA will contact RO to report fire evacuation.
7. Teacher will meet with Emergency Response personnel to report if all staff and students have evacuated the building, and any other pertinent information about the emergency.

