



**IN CASE OF AN EMERGENCY  
WHILE AT SCHOOL**

If an emergency situation occurs while visiting our school facilities, please move immediately to an area supervised by an ASCS staff member and follow their lead through emergency protocols.

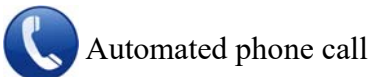
**Parents and Guardians...**

**DO NOT** call or rush to your child's classroom or to the school. Phone lines and staff are needed for emergency response efforts.

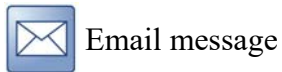
**DO NOT** phone your child. Staff and students are discouraged from using cell phone communications for safety reasons.

Rely only on official communication from school or public safety officials, including information about reunification with your child.

STAY CONNECTED in an emergency



Automated phone call



Email message

*Please keep emergency phone numbers and email addresses current at school.*

**All Saints Catholic School Safety**

All Saints Catholic School and the Diocese of Madison are committed to providing a safe environment for students, staff and visitors.

ASCS is part of the Berlin Area School District Safety Committee that works to enhance school safety and crisis preparedness practices for the entire city of Berlin. We work with school staff, and administration, as well as local fire, police and safety officials, to ensure our schools are well prepared in the event of an emergency.

Our Safety Committee maintains safety plans that reflect community standards as well as each unique building environment. Each school conducts drills throughout the school year to help students and staff prepare for possible emergencies, including fire, severe weather, and lockdowns.

Visit our school website for additional information at [school.allsaintsberlin.org](http://school.allsaintsberlin.org)



**School Safety Information**



**Guidelines  
for our  
Visitors**

## ASCS Communication for Emergencies

In the event of an emergency or immediate safety notice, including a school closing, delay or early release due to inclement weather, ASCS staff will communicate with staff, students, parents, and the community through automated phone calls or email.

### Visiting school

The following information and protocols are for all visitors, including parents and guardians.

- Enter through the main building entrance and check in with the office staff.
- Log appropriate visitor information before being issued a visitor badge (name, date, time in and out, and badge number)
- Front office staff will screen visitors before allowing entrance into academic areas of the building, and they may ask to see some form of identification. Those without identification will be asked to remain in the foyer of the office area until the principal or designee can be consulted.
- Visitor badges must be worn at all times in the building and returned to the main office when leaving.
- If there is someone in the hallway without a visitor or staff badge, school staff are expected to escort him/her to the main office to complete appropriate check in procedures. If staff are uncomfortable doing so, they will call the office personnel for assistance.

*Our mission:*

*All Saints Catholic School offers a Christ-centered education that develops the academics, morals, and values needed for students to reach their full potential as children of God.*

### Field Trip Chaperones

Adults chaperoning field trips during the school day will follow school visitor protocol (report to the main office and sign in). In addition, chaperones must meet all Diocese of Madison requirements including a background check and Virtus Training.

Chaperones will receive a badge identifying them as a school chaperone. This badge is to be worn at all times during the field trip.

Upon returning to school, chaperones must sign out in the main office.

### Student Pick-Up by an Adult

Office staff will check (as needed) the identification to verify contact information with the school TeacherEase Student Information System.

If the adult is not listed, office personnel must make direct phone contact with a parent/guardian before releasing the student. With parent approval, office personnel will release the student and make appropriate changes in TeacherEase.

If a parent requests that a child be sent out to meet them in front of school (usually to save time), office staff must walk the child to the door or parents are required to come into the office so that staff can identify the adult as the appropriate pick-up person.



### Parking at School

Please observe and avoid parking in the bus and cab areas located on Ceresco Street. Parking on Franklin Street outside the 4K is limited to the north side of the street.

### Parent Deliveries to their Children

Parents are strongly encouraged to leave items with office staff for delivery to classrooms. This lessens disruptions to instruction.

### Building Access and Security

ASCS will be open 30 minutes prior to the beginning of classes. Students are expected to be off campus within 15 minutes of dismissal unless they are participating in a school-sponsored activity.

Other than the main entrance, all exterior doors will be locked during the school day. Staff and students are prohibited from allowing visitors to enter the building in any door other than the main entrance during school hours.

### How can you help?

Ensure that your child's emergency contact information is accurate and current.

Follow visitor protocols

Talk to your child about the importance of following directions given by school staff.