**INFRASTRUCTURE**

**SCHOOL FACULTY AND STAFF WITH EXPERTISE IN BEHAVIORAL HEALTH**

The following school staff have been identified as having expertise in behavioral health. They will be available to assist and support students with behavioral health concerns and during a crisis.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Name** | **Position/Title** | **Office Number** | **Phone Number** | **Email** | **Notes on any Expertise** |
| Shepherd, Kelly | Principal | 425-385-4490 | 425-879-4616 | kshepherd@everettsd.org |  |
| Banister, Sydney | Student Support Advocate | 425-385-4400 |  | sbanister@everettsd.org |  |
| Berry, Kendall | School Counselor  | 425-385-4420  |  | kberry@everettsd.org  |   |
| Bowers, Denise | Psychologist | 425-385-4501 |  | dbowers@everettsd.org |  |
| Burton, Jaimie | School Counselor | 425-385-4400 |  | jburton@everettsd.org |  |
| Clark, Shawna  | Intervention Specialist  | 425-385-4425  |  | sclark@everetts.org  |   |
| Day, Schabahn | On-Time Graduation Coordinator | 425-385-4400 |  | sday@everettsd.org |  |
| De King, Julie | Regional Social Worker | 435-385-5278 |  | jdeking@everettsd.org |  |
| Doolittle, Max | Psychologist | 425-358-458 |  | mdoolittle@everettsd.org |  |
| Eggers, Colin | School Counselor | 425-385-4400 |  | ceggers@everettsd.org |  |
| Gray, Kurt | Assistant Principal | 425-385-4489 |  | kgray2@everettsd.org |  |
| Jennings, Eric | Assistant Principal | 425-385-4491 |  | ejennings@everettsd.org |  |
| Keagle, Chandra | Success Coordinator | 425-385-4400 |  | ckeagle@everettsd.org |  |
| Keiss, Michael | Success Coordinator | 425-385-4400 |  | mkeiss@everettsd.org |  |
| Malowney, Taylor | Success Coordinator | 425-385-4463 |  | tmalowney@everettsd.org |  |
| Mora, Camille | Assistant Principal | 425-385-4492 |  | cmora@everettsd.org |  |
| Russell, Jeff | GEAR UP | 425-385-4429 |  | jrussell@everetttsd.org |  |
| Selders, Jennifer | Career Specialist  | 425-385-4429 |  | Jselders@everettsd.org  |  |
| Smith, Briana  | School Counselor  | 425-385-4424  |  | bsmith@everettsd.org  |   |
| Stiger, Gretchen  | School Counselor  | 425-385-4421  |  | gstiger@everettsd.org  |   |
| Zintzun, Belinda  | School Counselor  | 425-385-4424  |  | bzintzun@everettsd.org  |   |

**District Response Team:** In the event of an emergency related to student death, the district-leads will launch the District Response Team, as needed, to assist the school in managing the social, emotional and mental health needs of students.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Name** | **Position/Title** | **Office/room phone** | **Cellphone** | **Email** |
| Peters, David | Director of Student Support Services | 425-385-4063 | 425-870-3341 | dpeters@everettsd.org |
| Phillips, Laura | Director of MTSS | 425-385-4043 |  | lphillips@everettsd.org |
| De King, Julie | Regional Social Worker | 425-385-4010 |  | jdeking@everettsd.org |
|  | Regional Facilitator | 425-385-4276 |  |  |
| Seaberg, Randi | Director of HR for EAP staff support | 425-385-4104 |  | rseaberg@everettsd.org |

**Media Relations:** The following people will coordinate to address media inquiries and to manage social media

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Name** | **Position/Title** | **Office/room phone** | **Cellphone** | **Email** |
| Kathy Reeves | Director of Communications | 425-385-4040 |  | kreeves@everettsd.org |
| Kelly Shepherd | Principal | 425-385-4490 | 425-879-4616 | kshepherd@everettsd.org |
| Eric Jennings | Assistant Principal serving in place of principal  | 425-385-4491 |  | ejenninghs@everettsd.org |
| Jennifer Goodhart | Communications Coordinator | 425-385-4042 |  | jgoodhart@everettsd.org |
| Linda Carbajal | Communications Technicians | 425-385-4210 |  | lcarbajal@everettsd.org |

**Safe Room:** The following staff and places have been identified to support students in need of safe places and support (safe room and staff)

|  |  |
| --- | --- |
| **Staff** | **Spaces** |
| Kendall Berry, Jaimie Burton, Colin Eggers, Briana Smith, Gretchen Stiger, and Belinda Zintzun | Counselor’s Office |
| Paula Jennings and Kaelah Joyner | Nurses’ Office |
| Kelly Shepherd, Kurt Gray, Eric Jennings, Camille Mora, and Joanna Chavez | Administrator’s Office |
| Sydney Banister, Denise Bowers, Shawna Clark, Schabahn Day, Julie De King, Max Doolittle, Chandra Keagle, Michael Keiss, Taylor Malowney, Jeff Russell, Jennifer Selders |  |

**Student Information System Updates:** The following people will ensure that the student information system is updated and that the student is removed from all rosters that produce mass communications:

|  |  |  |
| --- | --- | --- |
| **Staff member** | **Role** | **Phone Number** |
| Chavez, Joanna | Office Manager | 425-385-4419 |
| Rotert, Kelli | Registrar | 425-385-4419 |

The following staff will ensure that student information system will be updated to minimize

**Multi-language speakers:** The following School Staff members have been identified as being able to support families with diverse linguistic and cultural backgrounds.

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Name** | **Position/Title** | **Office Number** | **Phone Number** | **Email** | **Additional Languages (if any)** | **Notes on any Expertise** |
| Beaman, Kelsey | Teacher | 425-385-4400 |  | kbeaman@everettsd.org | Spanish |  |
| Brule-Fellin, Cecile | Teacher | 425-385-4400 |  | cbrule-Fellin@everettsd.org | French |  |
| Coleman, Scott | Teacher (ML | 425-385-4471 |  | scoleman@everettsd.org | Spanish  |   |
| Galvan, Galvan | Teacher (ML) | 425-385-5864 |  | agalvan@everettsd.org | Spanish |  |
| Potter, Ashley | Teacher (ML) | 425-385-4400 |  | apotter@everettsd.org | Spanish |  |
| Rosenblume, Mark | Deaf & Hard of Hearing | 425-505-3470 |  | mrosenblume@everettsd.org |  |  |
| Zintzun, Belinda  | School Counselor  | 425-385-4424  |  | bzintzun@everettsd.org  | Spanish  |   |
| [B&L Interpreting Services](https://docushare.everett.k12.wa.us/docushare/dsweb/Get/Document-121148/Accessing%20Interpreters%202021-22.pdf) | Interpreter Services | 425-374-7376 |  |  |  |  |
| [LanguageLink](https://docushare.everett.k12.wa.us/docushare/dsweb/Get/Document-121148/Accessing%20Interpreters%202021-22.pdf) | Interpreter Services | 877-650-8023Account: 6517 |  |  |  |  |
| [Refugee and Immigrant Services Northwest](https://docushare.everett.k12.wa.us/docushare/dsweb/Get/Document-121148/Accessing%20Interpreters%202021-22.pdf) | Interpreter Services | 425-388-9307 |  |  |  |  |

**The following staff are members of the schools Forefront Team:**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Name** | **Position/Title** | **Office/room phone** | **Cellphone** | **Email** |
| Shepherd, Kelly | Principal | 425-385-4490 |  | kshepherd@everettsd.org |
| Banister, Sydney | Student Support Advocate | 425-385-4416 |  | sbanister@everettsd.org |
| Berry, Kendall | School Counselor  | 425-385-4420  |  | kberry@everettsd.org  |
| Burton, Jaimie | School Counselor | 425-385-4422 |  | jburton@everettsd.org |
| Bower, Frank | Campus Security Officer | 425-385-4435 |  | fbower@everettsd.org |
| Chavez, Joanna | Office manager | 425-385-4401 |  | jchavez@everettsd.org |
| Clark, Shawna  | Intervention Specialist  | 425-385-4425  |  | sclark@everetts.org  |
| Day, Schabahn | On-Time Graduation Coordinator | 425-385-4430 |  | sday@everettsd.org |
| De King, Julie | Regional Social Worker | 425-385-5278 |  | jdeking@everettsd.org |
| Eggers, Colin | School Counselor | 425-385-4501 |  | ceggers@everettsd.org |
| Gray, Kurt | Assistant Principal | 425-385-4489 |  | kgray2@everettsd.org |
| Jennings, Eric | Assistant Principal | 425-385-4491 |  | ejennings@everettsd.org |
| Keagle, Chandra | Success Coordinator | 425-385-4404 |  | ckeagle@everettsd.org |
| Keiss, Michael | Success Coordinator | 425-385-4535 |  | mkeiss@everettsd.org |
| Malowney, Taylor | Success Coordinator | 425-385-4463 |  | tmalowney@everettsd.org |
| Moore, Brandon | Campus Security Officer | 425-385-4435 |  | bmoore@everettsd.org |
| Mora, Camille | Assistant Principal | 425-385-4492 |  | cmora@everettsd.org |
| Smith, Briana  | School Counselor  | 425-385-4424  |  | bsmith@everettsd.org  |
| Stewart, Brett | School Resource Officer | 425-385-4431 |  | bstewart@everettsd.org |
| Stiger, Gretchen  | School Counselor  | 425-385-4421  |  | gstiger@everettsd.org  |
| Zintzun, Belinda  | School Counselor  | 425-385-4424  |  | bzintzun@everettsd.org  |

**Student Health and Wellbeing Team:** The following staff play a role in developing a responsive school culture aimed at developing a sense of belonging and making sure that suicide prevention and other behavioral health related trainings happen each year:

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Name** | **Position/Title** | **Office/room phone** | **Cellphone** | **Email** |
| Shepherd, Kelly | Principal | 425-385-4490 | 425-879-4616 | kshepherd@everettsd.org |
| Adams, Meg | Teacher- ASB | 425-3854524 |  | madams2@everettsd.org |
| Gray, Kurt | Assistant Principal | 425-385-4489 |  | kgray2@everettsd.org |
| Jennings, Eric | Assistant Principal | 425-385-4491 |  | ejennings@everettsd.org |
| Mora, Camille | Assistant Principal | 425-385-4492 |  | cmora@everettsd.org |
| Scott, Lizzy | Teacher- ASB | 425-3854586 |  | escott@everettsd.org |
| Stiger, Gretchen | Counselor | 425-385-4421  |  | gstiger@everettsd.org  |

**COMMUNITY BASED RESOURCES**

Here is a list of national, state, and community-specific resources that can assist students and their families with behavioral health and related concerns.

| **Organization/****Practitioner Name** | **Address** | **Phone Number** | **Email address** | **MOU in Place? (Y/N)** | **Additional Notes** |
| --- | --- | --- | --- | --- | --- |
| Care Solace |  | 888-515-0595 |  |  | [www.caresolace.com/site/eps](http://www.caresolace.com/site/eps)  |
| Catholic Community Services | 1918 Everett Avenue, Everett, WA 98201 | 425-257-2111888-240-8572425-258-5270 | CCSNorthwestInfo@ccsww.org |  | [www.ccsww.org](http://www.ccsww.org)  |
| The Center of Parent Excellence (COPE) project |  | 253-732-4944 | jasmine@acommonvoice.org |  | [www.hca.wa.gov/about-hca/behavioral-health-recovery/center-parent-excellence-cope-project](http://www.hca.wa.gov/about-hca/behavioral-health-recovery/center-parent-excellence-cope-project) Support or Consultation Group:Second Wednesday of every month11 a.m. to 12 p.m.[Register: North Sound (a.m.)](http://us02web.zoom.us/meeting/register/tZAvcOurrzIpHdWck4a9WDt-41EzbdIwvyIV)Fourth Wednesday of every month6 to 7 p.m.[Register: North Sound (p.m.)](https://us02web.zoom.us/meeting/register/tZUsdOuvrjgsGtDTFXZMFK7iNqZInd-Mo9BC) |
| Changes Parent Support Network | 4634 Alger Avenue, Everett, WA 98203 | 888-468-2620 | office@cpsn.org  |  | [www.cpsn.org](http://www.cpsn.org) Everett Support Groups: 6:30pm to 9:00pm (currently Zoom) |
| Cocoon House | 3530 Colby Avenue, Everett, WA 98201 | 425-317-9898 | info@cocoonhouse.org  |  | [www.cocoonhouse.org/prevention](http://www.cocoonhouse.org/prevention)  |
| Compass Health – Federal Ave | 4526 Federal Ave., Everett, WA 98203 | 425-349-6200 |  |  | [www.compasshealth.org](http://www.compasshealth.org) Online referral form: [https://www.compasshealth.org/online-referral-form/](https://nam10.safelinks.protection.outlook.com/?url=https%3A%2F%2Fwww.compasshealth.org%2Fonline-referral-form%2F&data=04%7C01%7CJDeking%40everettsd.org%7C977369e8d88545126dfa08da0c511687%7Ca6158ef04f854b0da599925097f77b3d%7C0%7C0%7C637835839672232530%7CUnknown%7CTWFpbGZsb3d8eyJWIjoiMC4wLjAwMDAiLCJQIjoiV2luMzIiLCJBTiI6Ik1haWwiLCJXVCI6Mn0%3D%7C3000&sdata=FnJ3eOuUF6M5znR50V0CtzF9bPZ5M%2FBlgzYSlSZYI4A%3D&reserved=0)Referral Line: 844-822-7609 |
| Compass Health – Lynnwood  | 4807 196th St. SW, Suite 100, Lynnwood, WA 98036 | 425-774-4269 |  |  | [www.compasshealth.org](http://www.compasshealth.org)Online referral form: [https://www.compasshealth.org/online-referral-form/](https://nam10.safelinks.protection.outlook.com/?url=https%3A%2F%2Fwww.compasshealth.org%2Fonline-referral-form%2F&data=04%7C01%7CJDeking%40everettsd.org%7C977369e8d88545126dfa08da0c511687%7Ca6158ef04f854b0da599925097f77b3d%7C0%7C0%7C637835839672232530%7CUnknown%7CTWFpbGZsb3d8eyJWIjoiMC4wLjAwMDAiLCJQIjoiV2luMzIiLCJBTiI6Ik1haWwiLCJXVCI6Mn0%3D%7C3000&sdata=FnJ3eOuUF6M5znR50V0CtzF9bPZ5M%2FBlgzYSlSZYI4A%3D&reserved=0)Referral Line: 844-822-7609 |
| Compass Health – Smokey Point | 3320 173rd Pl NE, Arlington, WA 98223 | 425-349-8700 |  |  | [www.compasshealth.org](http://www.compasshealth.org) Online referral form: [https://www.compasshealth.org/online-referral-form/](https://nam10.safelinks.protection.outlook.com/?url=https%3A%2F%2Fwww.compasshealth.org%2Fonline-referral-form%2F&data=04%7C01%7CJDeking%40everettsd.org%7C977369e8d88545126dfa08da0c511687%7Ca6158ef04f854b0da599925097f77b3d%7C0%7C0%7C637835839672232530%7CUnknown%7CTWFpbGZsb3d8eyJWIjoiMC4wLjAwMDAiLCJQIjoiV2luMzIiLCJBTiI6Ik1haWwiLCJXVCI6Mn0%3D%7C3000&sdata=FnJ3eOuUF6M5znR50V0CtzF9bPZ5M%2FBlgzYSlSZYI4A%3D&reserved=0)Referral Line: 844-822-7609 |
| Domestic Violence Services | PO Box 7, Everett, WA 98206 | 425-252-2873 | info@dvs-snoco.org  |  | [www.dvs-snoco.org](http://www.dvs-snoco.org)  |
| The Everett Clinic – Behavioral Health Department | Multiple locations | 425-339-5453 |  |  | [www.everettclinic.com/types-of-care/specialty-surgical/behavioral-health.html](http://www.everettclinic.com/types-of-care/specialty-surgical/behavioral-health.html)  |
| Fairfax Behavioral Health | Multiple locations | 425-284-8300 |  |  | [www.fairfaxhospital.com](http://www.fairfaxhospital.com) |
| Mill Creek Family Services | 16000Bothell Everett Hwy, Mill Creek, WA 98012 | 425-357-9111 |  |  | [www.millcreekfamilyservices.com](http://www.millcreekfamilyservices.com)  |
| National Alliance on Mental Illness | 1107 NE 45th Street, Suite 330, Seattle, WA 98105 | 425-347-5365 | namicontact@gmail.com  |  | [www.namiwa.org](http://www.namiwa.org)  |
| National Suicide Prevention Line |  | English: 1-800-273-8255Spanish: 1-888-628-9454 |  |  | [www.suicidepreventionlifeline.org](http://www.suicidepreventionlifeline.org) Have an online chat option |
| Newport Academy | Kept confidential | 877-929-5105 |  |  | [www.newportacademy.com/locations/outpatient/seattle/](http://www.newportacademy.com/locations/outpatient/seattle/)  |
| Northshore Youth and Family Services | 19201 120th Ave NE, Suite 108, Bothell, WA 98011 | 425-485-6541 | info@northshoreyfs.org  |  | [www.northshoreyouthandfamilyservices.org](http://www.northshoreyouthandfamilyservices.org)  |
| Parents Universal Resource Experts |  | 954-260-0805 |  |  | [www.helpyourteens.com](http://www.helpyourteens.com)  |
| Providence Intervention Center for Assault and Abuse | 1509 California St., Everett, WA 98201 | 425-252-4800 |  |  | [www.providence.org/locations/wa/intervention-center-for-assault-and-abuse-everett](http://www.providence.org/locations/wa/intervention-center-for-assault-and-abuse-everett)  |
| Providence Institute for a Healthier Community, LiveWell | 916 Pacific Ave., Suite S1-016Everett, WA 98201 |  |  |  | <https://pihchub.org>  |
| Refugee and Immigrant Services Northwest | Everett Community CollegeRainer Building/Room 228(M/S41)2000 Tower StreetEverett, WA 98201 | 425-388-9307 | vkuno@everettcc.edu  |  | [www.risnw.org](http://www.risnw.org) Interpreter Services |
| SeaMar -Everett Behavioral Health Clinic | 5007 Claremont Way, Everett, WA 98203 | 425-609-5505 |  |  | [www.seamar.org](http://www.seamar.org)  |
| SeaMar – Everett Behavioral Health Child & Family Services | 1920 100th St. SE, Suite A2 & C3, Everett, WA 98208 | 425-312-0277 |  |  | [**www.seamar.org**](http://www.seamar.org) |
| Seattle Children’s Hospital – Children’s Outpatient Psychiatry | 4800 Sand Point Way, NE, Seattle, WA 98105 | 206-987-2164 |  |  | [www.Seattlechildrens.org](http://www.Seattlechildrens.org)  |
| Seattle Children’s Hospital – North Clinic in Everett | 1815 13th Street, Everett, WA 98201 | 425-783-6200 |  |  | [www.Seattlechildrens.org](http://www.Seattlechildrens.org)  |
| Seattle Children’s Hospital – Odessa Brown Children’s Clinic | 2101 E. Yesler Way, Seattle, WA 98122 | 206-987-7210 |  |  | [www.Seattlechildrens.org](http://www.Seattlechildrens.org)  |
| Seattle Children’s Hospital – Psychiatry and Behavioral Health Medicine Unit | 4800 Sand Point Way NE, Seattle, WA 98105 | 206-987-2055 |  |  | [www.Seattlechildrens.org](http://www.Seattlechildrens.org)  |
| Seattle Children’s Hospital - WA Mental Health Referral Service for Children/Teens | 4800 Sand Point Way NE, Seattle, WA 98105 | 833-303-5437 |  |  | [www.seattlechildrens.org/clinics/washington-mental-health-referral-service](http://www.seattlechildrens.org/clinics/washington-mental-health-referral-service)text “HOME” to 741741Connects families with local mental health providers |
| Smokey Point Behavioral Hospital | 3955 156th St. NE, Marysville, WA | 844-202-5555 |  |  | [www.smokeypointbehavioralhospital.com](http://www.smokeypointbehavioralhospital.com)  |
| Snohomish County Crisis Services | 3000 Rockfeller Avenue, Everett, WA 98201 | 425-258-4357 |  |  | [www.snohomishcountywa.gov/604/Snohomish-County-Crisis-Services](http://www.snohomishcountywa.gov/604/Snohomish-County-Crisis-Services)  |
| Snohomish County Health District | 3020 Rucker Ave.Everett, WA 98201 | 425-339-5200 | SHDInfo@snohd.org  |  | [www.snohd.org](http://www.snohd.org)  |
| Summit Counseling | 518 Pecks Drive, Everett, WA 98203 | 425-353-4428 |  |  |  |
| Teen Link |  | 866-833-6546 866-TEENLINK |  |  | [**www.crisisconnections.org/teen-link/**](http://www.crisisconnections.org/teen-link/)**Phone Hours:**6:00pm-10:00pm**Chat Hours:** 6:00pm-9:30pm**Text Hours:** 6:00pm-9:30pm |
| Therapeutic Health Services | 9930 Evergreen Way, Building Z150, Everett, WA 98204 | 425-263-3006 |  |  | [www.ths-wa.org](http://www.ths-wa.org)  |
| Thira Health | 400 108th Ave NE #700Bellevue, WA 98004 | 425-454-1199 | info@thirahealth.com  |  | [www.thirahealth.com](http://www.thirahealth.com)  |
| Trevor Project Helpline (LGBTQ) | PO Box 69232West Hollywood, CA 90069 | 866-488-7386 | advocacy@thetrevorproject.org  |  | [www.thetrevorproject.org](http://www.thetrevorproject.org)  |
| Tulalip Health System | 7520 Totem Beach Road, Tulalip, WA 98271 | 360-716-4511 |  |  | [www.tulaliphealthsystem.com/BehavioralHealth/](http://www.tulaliphealthsystem.com/BehavioralHealth/)  |
| VOA Crisis Line | 2802 Broadway Ave., Everett, WA 98201 | 800-584-3578 | info@voaww.org |  | CHAT: [www.imhurting.org](http://www.imhurting.org)TEXT: text HOME to 741741<http://www.crisistextline.org/> [www.voaww.org/behavioralhealth](http://www.voaww.org/behavioralhealth)  |
| Washington State Health Care Authority – Apple Health |  |  |  |  | [www.hca.wa.gov/health-care-services-supports/apple-health-medicaid-coverage](http://www.hca.wa.gov/health-care-services-supports/apple-health-medicaid-coverage) Referral Specialist: 1-833-303-5437 (Monday through Friday 8am to 5pm) |

The community resource list will be updated annually by the regional social worker and will be available on the school’s counseling page and in the counseling center who supports schools in updating the Crisis management plan. The social workerwill be responsible for updating the community resource list for the *2022-23* school year. The next update of the list will be on *[08/2023].*

**ENVIRONMENTAL SCAN**

In order to ensure all school buildings are suicide safe (i.e. medicine in nurse’s office is properly locked, there are no chemicals around, etc.), Eric Jennings will conduct an environmental scan of the building *annually*  and will write a brief report that will be sent to the Kelly Shepherd In the event that Eric Jennings does find something of concern in the school building, the Kelly Shepherd will be in charge of resolving the issue within as soon as feasible.

*\*Please fill out this Environmental Scan Checklist to help keep track of regular environmental scans. Please adapt and edit as it applies to your specific school.*

|  |
| --- |
| **Environmental Scan Checklist** |
| **Item** | **Safe? Yes or No** | **Date Last Checked** | **How has this item been secured?** | **Notes** |
| Nurses Office |  |  | Medications are secured in the nurse’s office. |  |
| Rooftop Access is secured |  |  | Access to rooftop is secured. |  |
| Science Lab |  |  | Science lab cabinets are secured in the classroom and classroom is locked when staff is not present. |  |
| Stage  |  |  | Access to stage is secured. |  |
| Outdoor storage area is secured |  |  | Access to outdoor storage area is secured. |  |
| Athletic/PE Storage Area |  |  | Access to athletic/PE storage area is secured. |  |
| School Perimeter |  |  | Perimeter of school building is clear of safety hazards. |  |
| Controlled Access Areas (i.e. electrical panels, boiler room, mechanical room, custodial closets, cleaning supply storage)  |  |  | Controlled access areas are secured or have appropriate coverings. |  |
| Art Classroom |  |  | Access to art classroom is secured when staff is not present. |  |
| Kitchen |  |  | Access to kitchen is secured when staff is not present. |  |
| Shop |  |  | Access to shop class is secured when staff is not present. |  |