

Farmington Public Schools

PARENT LETTER

Friday, February 8, 2019

Dear West District Families,

I am writing to you to remind you of some **important safety and security information** about our school and district.

The security measures and procedures in our school today are based upon a comprehensive safety review completed by external security professionals in conjunction with the Farmington Police Department. These include, but are not limited to, buzzer systems, cameras, and intercoms at our school entrance; regular emergency response drills performed in collaboration with law enforcement officials; faculty/staff identification cards; and revised visitor and volunteer procedures.

Throughout the year, we work collaboratively with the Farmington Police Department, the Superintendent's office, our school and district safety and security teams and crisis response teams to evaluate, and if necessary, revise, our security measures and procedures. We also regularly engage in emergency-response drills and reevaluate our procedures whenever new information is received from law enforcement agencies.

We ask that you assist us in keeping our school safe and secure by doing the following:

- Please **enter the building only through the main lobby doors**. Please ring the buzzer and provide the requested information to the Main Office staff so they may buzz you in.
- Please **refrain from holding doors open for other individuals entering the building**. While we all want to be polite to one another, we need each visitor to be buzzed in separately.
- When entering our building, **please sign in at the security monitor's station, pick up a visitor's badge, and proceed directly to the Main Office**. All visitors must **wear the visitor's badge** at all times. Before leaving the building, please return to the security monitor's station to sign out and return the visitor's badge.
- Your cooperation is necessary **in the event of a serious emergency** during the school day. In case of such an emergency:
 - *Please refrain from coming to the school or calling the school*. Telephone lines may be needed for emergency communication. As soon as possible, the district will release information. If electrical service is not affected, information will be relayed via e-mail and phone messaging. If needed, our website also will provide up-to-date information.
 - Students will be kept at school until they are picked up by you or another adult whom you have previously authorized (as indicated in our school emergency records) to do so. *Please keep this information updated at all times by contacting our Main Office at 860-673-2579.*
 - Depending on the nature of an emergency incident, *students may be transported to an alternate location* and would be released from there. A release can occur only when we are given an all-clear signal by law enforcement. In such a case, please be patient and understanding with the student-release process and instruct your child to remain in place until you or your authorized designee arrives at the site.

Below is some additional security information which may or may not be applicable to you or your child:

- **After-School Parent Pick-Up**
Parents should pick up students at the designated parent pick up door near the rear of the building at 3:15 p.m. Should you need to enter the building for any reason, please do so through the main entrance before 4:00 p.m. and follow the visitor procedures described above.

- **Returning After School Hours to Retrieve Items**
Please remind your child to take all necessary items (e.g., homework, musical instruments, etc.) home with him or her when leaving school at the end of the day. It generally will not be possible for students or parents to re-enter the building after 4:00 p.m. (when our Main Office closes) since all exterior doors are locked.
- **School-Sponsored Activities Beyond 4:00 p.m.**
If a school-sponsored student activity such as a rehearsal or after school sports is expected to go beyond 4:00 p.m., the staff member in charge of the activity will communicate to parents when and where students should be picked up after the activity, as well as information about how parents can, if necessary, pick up their children early.
- **Preschool**
Preschool parents should enter and exit the building only through the main entrance at the front of the building.
- **Town Park & Recreation Activities**
Individuals participating in evening or weekend Park and Recreation activities should enter through doors by the main entrance. These doors will be open 15 minutes before scheduled events.
- **Adult Education Programs, Religious Education, and Community Events**
Individuals participating in any of these activities should enter the building through the doors by the main entrance. A representative of the sponsoring organization will greet you at the door, which will remain locked at all times.

While I know that some of these procedures may present an inconvenience, please understand that we have implemented them on the advice of law enforcement officials in order to keep everyone at West District School safe. As you know, your child's safety is our number-one priority.

I encourage you to contact me if you have any questions or concerns.

Sincerely,

Kelly Sanders
Principal