

**SUPERINTENDENT OF SCHOOLS  
GATEWAY REGIONAL SCHOOL DISTRICT**

Blandford Chester Huntington Middlefield Montgomery Russell Worthington

TO: Parents and Community Members  
FROM: Dr. Hopson  
SUBJECT: Safety Plan Update  
DATE: December 21, 2012  
CC: School Committee

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Since the tragic shooting at the Sandy Hook Elementary School we have been getting many comments from parents and staff regarding our safety plan and its implementation. While we do continually update our safety plans working in conjunction with local and state authorities, this tragedy has heightened everyone's awareness of the issue of school safety. In recent meetings with security personnel, local and state police, as well as security vendors, we've found that our current plans are still effective in providing safe schools. The following will refresh and update our plans for the community. I hope that you'll understand that, although some of these protocols may prove inconvenient, we're hoping that everyone feels that our students' security is worth it.

1. We have locked campuses meaning that:
  - a. With the exception of when students are arriving at school, all doors remain locked at all times. Students, parents, and others should only come through the front entrances unless specifically escorted by staff.
  - b. Classroom doors are locked at all times.
  - c. Exterior doors and interior doors should never be wedged open or opened for others by those already cleared to be inside the buildings.
  - d. The main entrance hallway will be locked off after student dismissal.
  
2. We have a policy stating visitors must be identified:
  - a. Our campuses require visitors to sign in at either the security booth or with a building secretary and obtain a visitor's badge which must be prominently displayed on the visitor's person.
  - b. Visitor's will be asked for their name and purpose in visiting before being allowed into the building (unless recognized by security personnel or school based secretaries).
  - c. Staff will wear their ID's during the time they are in the district's buildings.
  - d. Staff and students are requested to notify security or an administrator if there are visitors to the building that are not wearing visitor passes.
  - e. When signing in, visitors should note the reason they're here, where they're headed, and be announced to that destination before being given a visitor's pass.
  - f. When visitors leave their appointment, it is imperative that the security monitor or secretary be notified that the visitors are through and should be heading out of the building. Visitors must sign out of the building and return their passes.
  - g. Anytime staff members have arranged for guest presenters to visit their classroom, security and/or the office secretary should be notified in advance, a daily list of anticipated visitors will be maintained and shared with secretaries and the security monitor.

- h. A list of regular vendors and contractors (names and companies) will be maintained and shared with secretaries and the security monitor.
- i. Visitors who are not recognized by security staff or secretaries will be required to produce photo ID before being let in the building and a copy of their photo ID will be taken upon signing in.
- j. Visitors may be denied access to the building until an administrator is notified. We ask that you understand that this is for our student's safety and bear with us as we follow-up with administration.

### 3. Building Access Times

- a. Students will not be allowed into the building before the security monitor and staff are available to supervise them (buses are not allowed to discharge students until 7:15 and 8:15 and our security monitor begins his day at 7 a.m.). Students arriving before 7:00 a.m. will not be allowed into the building.
- b. After students are dismissed they should not be in the building unless there for a specific reason (i.e., with a staff member for extra help, preparing for athletic events and practices, working with/for staff members on specific activities). Building administrators have procedures in place for monitoring student activities and will create daily lists of students remaining after school dismissal.

### 4. Arrival and Dismissal Protocols

- a. Elementary (Littleville)
  - i. Bus drop off and pick up will take place in the main entrance of Littleville and the loop between Littleville and the Main Complex. Only buses are allowed in these designated areas during this time.
  - ii. Parent Pick-up and drop off will take place at the north end entrance. Parents will need to park at the high school and walk over to Littleville's north entrance. A staff member will meet parents at the door during arrival and staff will deliver the students to their parents at dismissal. Parents are not allowed inside the building at this time. If a parent needs to speak with their child's teacher they must enter through the main entrance and sign in at the office.
  - iii. Parent drop off and pick-up during school hours (not arrival or dismissal times): Parents will park in Littleville's visitor parking area and enter through the main entrance of the school. Once inside the building, they must report to the main office to sign their child out and wait for the student come down to the office.
- b. Elementary (Chester)
  - i. Bus drop off and pick up will use the circle in front of the school. In good weather, students will be dropped off at 8:40 on the hard top with staff supervision. During inclement weather, students will be dropped off at the front door and will walk directly into the building.
  - ii. Parent drop-off in the morning: Parents will use the large parking lot and walk their student(s) to the appropriate area.
  - iii. Parent pick-up in the afternoon will take place at the north door. Parents will park in the parking lot and meet a staff member at the north door to sign out their child.

- iv. Parent drop off or pick-up during school hours: Parents will park and come to the main door to be let into the building. Once inside the building, they must sign their child out and wait for their student in the office.
- c. Middle School
  - i. Parents drop off and pick-up during arrival/dismissal time: Drop Off - Parents will park in the main parking lot or directly in front of the middle/high school. Students must enter the school through the main entrance; Pick Up - Parents will park in the main parking lot or directly in front of the middle/high school.
  - ii. Parent drop off and pick up during school hours (not arrival/dismissal times): Parents will park in the main parking lot, if parents need to enter the building, they will enter through the main entrance, sign in and receive a visitor's badge at the security booth, and wait until given clearance to proceed to the middle school office to sign out their child.
- d. JHS/HS
  - i. Parents drop off and pick-up during arrival/dismissal time: Drop Off - Parents will park in the main parking lot or directly in front of the middle/high school. Students must enter the school through the main entrance; Pick Up - Parents will park in the main parking lot or directly in front of the middle/high school.
  - ii. Parent drop off and pick up during school hours (not arrival/dismissal times): Parents will park in the main parking lot, if parents need to enter the building, they will enter through the main entrance, sign in and receive a visitor's badge at the security booth, and wait until given clearance to proceed to the high school office to sign out their child.

Future Plans:

We will be upgrading additional protocols as we move forward with making some physical changes recommended through meeting with local and state police, our alarm system vendor, and our technical vendors. These changes will occur as we review suggestions, finalize plans, obtain funding, and begin the physical changes necessary to implement new safety protocols. At this time, after meeting with both police officials and vendors, I am pleased to say that we are in a very good position in terms of school safety and the upcoming changes are intended to strengthen our overall safety infrastructure and procedures rather than fill serious breaches in our safety planning.