

November 21, 2018

UPDATED 12/18/18

Dear Parents/Families of Will Rogers:

In an effort to enhance the safety and security of all students at *Will Rogers Learning Community*, I am writing to you with important information regarding a new **Secure Campus Policy**. The changes to our policies and protocols will mostly affect our arrival and dismissal routines, as well as visitors throughout the day.

The effort to secure individual school campuses is a district-wide initiative. As you may recall, on August 31, 2018 Superintendent Dr. Drati emailed a letter to all SMMUSD families informing them of safety measures to be adopted by all schools. The intent of Dr. Drati's letter -- as is our intent -- is to be preventive and proactive, ensuring that our students remain safe. As Superintendent Drati stated, a safe campus is one that can effectively impede access to a "perpetrator of violence" by "establishing entrance protocols that screen potential threats." As such, the **Secure Campus Policy** aims to preserve the "community" feel that is so special to Will Rogers while simultaneously maintaining a safe environment for all.

After much consideration - including collaboration with staff, parents, and other site principals - we have developed the following procedures and protocols to govern the safe arrival and dismissal of students. **These will go into effect beginning Monday, December 3, 2018.** Please familiarize yourself with these procedures over the next two weeks. By reviewing these procedures, you will have the opportunity to discuss safety with your child, as well as a chance to develop any new arrival/dismissal plans.

I have organized the policies into the following three sections (further descriptions of each are included in the following pages):

- 1. Securing of All Points of Entry/Exit**
- 2. Visitors on Campus**
- 3. Use of Parking Lots**

***Copias traducidas de este documento son disponibles en la oficina
Translated copies of this document will be available in the office.***

1. Securing of All Points of Entry and Exit

Street	Gate	Drop Off	Pick Up
14th St.	YELLOW GATE	8:10 - 8:30am * 9:30 - 9:45am	2:55 - 3:20pm
14th St.	KINDERGARTEN YARD GATE Tk/K/1 st - 2 nd	8:10 - 8:20am * 9:30 - 9:45am	1:45 - 1:55pm 2:55 - 3:20pm
Cafetorium	Breakfast & early drop off	7:45 - 8:10am * 7:45 - 9:45am	n/a
	ASE after school pick up		4:10pm
16th St.	SOUTH (CODE) GATE (code only)	7:00 - 8:10am * 7:00 - 9:45am	2:55 - 6:00pm
16th St.	SOUTH (CODE) GATE (without code)	8:10 - 8:25am * 9:30 - 9:45am	n/a
16th St.	NORTH GATE	8:10 - 8:25am * 9:30 - 9:45am	2:55 - 3:20pm
14th & 16th St.	Parking Lot	STAFF ONLY	n/a

* LATE START FRIDAY

Yellow Gates (Main Gates on 14th Street)



Morning Arrival

- Gates will open at 8:10am and close at 8:30am for morning arrival, **except on * Late start Fridays 9:30 - 9:45am**
- Without an appointment (scheduled volunteer, meetings, conference etc.), campus is closed to visitors prior to 8:10am and after 8:30am.
- Stanchions will be used to direct exiting traffic (with arrow)
- All morning families must leave campus by 8:30am
- No one is permitted to enter/exit the school through the blue cafeteria doors; students who eat breakfast may enter the cafeteria beginning at 7:45am
- Once students are dismissed by staff from the cafeteria, the doors will be alarmed; unauthorized use will trigger alarm

Afternoon Dismissal

- **Gate will open at 2:55pm for dismissal and close to visitors at 3:20pm**
- **After the Gates are locked at 3:20, all families who arrive to pick up child from CREST/ASE/CDS must enter through the main office (or from the 16th Street Coded Gate)**
- **After the office closes, the 14th street gate will reopen at 4:00pm**

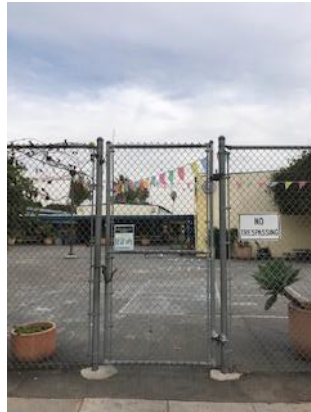
ASE (14th Street)

- Monday and Wednesday will dismiss from Cafeteria at 4:10
- If parents need to pick up early, they may enter the school through the main office if prior to 4:00; if between 4:00 and 4:10, knock on the door (discouraged)
- Parents/students who are not in ASE may NOT exit through the cafeteria

Elemental Strings

- Thursdays: dismiss from back; have code for gate; communicate to parents
- Fridays: dismiss from Cafeteria
- Will need key to door alarm

Kindergarten Yard Gate on 14th Street



- Only parents of current Kindergarten and/or 1st grade students are permitted to enter the Kindergarten Yard Gate
- Students in **Grades 2-5 are NOT permitted to enter** this gate unless they are accompanying a Kindergarten or 1st grade student
- Gates will open at 8:10am and be closed at 8:20am* ; any family still in the yard after 8:20, will have to exit through the main gate/office
- Gates will open for Kindergarten dismissal at 1:45pm and close immediately after dismissal at 1:50.
- Gates will open at **2:55 for 1st & 2nd grade** dismissal and close immediately after dismissal at 3:00pm
- No access to campus is permitted from the Kindergarten Yard except for families accompanying their Kindergarten or 1st grade child to class

16th Street South Code Gate



- WRLC families who are registered in CREST/CDS/ASE are the ONLY people authorized to use this gate (access will be monitored)
- Code must be kept confidential
- Gate will be unlocked at 7:00am for access with code
- Gate will be opened for access without code from 8:10am to 8:25
- Gate will be locked at 8:25am (after this time families must enter through 14th street)
- Gate will be unlocked at 2:55pm for access with code
- Code will be changed intermittently; families who require code will be notified

CREST (16th Street)

- Enter through code gate
- May exit through parking lot gate

CREST Enrichment: (16th Street)

- Tuesday and Thursday
- All dismissal will occur from the 16th street side
- From two tables outside Mrs. K

CDS /Roxy:(16th Street)

- All parents pick up at back

16th Street North “Reunion” Gate (Monitored Gate)



- Gate will be monitored by staff at 2:55pm for access by JAMS students
 - Only JAMS students who have a sibling/relative at WRLC will be admitted
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14th Street Parking Lot Gate



16th Street Parking Lot Gate



- **These gates are to be used by WRLC staff ONLY.**
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2. Visitors on Campus

- All visitors must report to main office when entering AND exiting the school at times other than arrival (8:10-8:30) and dismissal (2:55-3:20)
 - All visitors must sign-in/sign-out at main office; all visitors must have an appointment/invitation with an official purpose; all visitors may only go to designated place
 - Signage will be displayed on all entrances/egresses indicating policy
 - All parents/visitors who are on campus due to arrival must exit by 8:30.
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3. Use of Parking Lots



WRLC STAFF ONLY may

- ENTER / EXIT the campus through the staff parking lots
 - WRLC STAFF (w/permit) use parking lots between the hours of 7:30am and 3:30pm
 - Before 7:30am, families who are dropping a child off for CDS may park for 5 minutes in either lot
 - After 3:30pm, families may park in either lot
 - All vehicles that do not display an official WRLC parking permit are subject to being towed
 - 5 minute parking permits for CREST/CDS parents for morning drop-off will be issued by Roxy and Cathy.
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Thank you for carefully reviewing these Safety Procedures. In order for this updated policy to be effective, we require the full cooperation of every WRLC family. Please remember that due to our limited staffing, we are counting on everyone to follow the procedures.

Our PTA is making efforts to provide opportunities for parents to congregate. We are also looking to establish a parent Safety Team to assist with safe arrival. Furthermore, I strongly encourage parent involvement on campus and will be sharing some opportunities with you shortly.

Sincerely,

A handwritten signature in black ink, appearing to read 'RB', written in a cursive style.

Ryan Bourke