

SAFETY and SECURITY at St. Rose of Lima School

IMPORTANT: Please read and note the below mentioned changes.

As you are well aware, the safety and security of our school, the children and staff are a priority. The administration has been working with both the local and state police as well as the fire company to develop policies and procedures to assure that safe environment.

Since the unfortunate and tragic happens in Connecticut last December, several things have been put into place to tighten up that security with our school.

- ➔ Students only travel through the building using the side stairwells. They do not use the front steps due to the opening and closing of these doors during the day.
- ➔ There are now two teachers and two volunteers in the school yard for supervision.
- ➔ All visitors **MUST** sign-in, wear an Apple Visitor Badge, enter and exit through Main Door on Kings Highway.

ADDITIONAL PROCEDURES HAPPENING FOR 2013-2014

➔ **Morning Arrival**

- Students are expected to arrive between 8:05 and 8:20.
- All students will enter the building through the **Third Avenue Entrance** from the school yard starting at 8:05 until 8:20 when the late bell rings.
- Any student arriving after 8:20 is to be brought to the front entrance and sign them in.
- Homeroom Teachers will be in their Homerooms to welcome the students every morning.
- It is highly recommended that you use the car drop-off area on Third Avenue. There will be staff and student safeties on duty every morning.

➔ **Crossing Guards**

- The Crossing Guards on duty on Kings Highway and on Third and Greene begin their duties at approximately 7:55am to 8:30am and 2:45pm to 3:30pm. Students arriving before this time will not have supervision crossing the streets.
- Students and parents are asked to go to the Crossing Guards if crossing Kings Highway or Third Avenue.
- Students may NOT Cross Third Avenue at Kings Highway.

➔ **Recess**

- Teachers will have two-way radios that will connect with the office, nurse and principal/vice-principal.

➡ Dismissal Procedures

- All students in all grades will be dismissed from the **Third Avenue** side of the building.
 - Kindergarten will be dismissed at 2:50 out the Third Avenue Entrance.
 - Grades 3 and 5 will come out the Tower Door near the playground at 2:57
 - Followed by Grade 4 at 2: 57
 - Then Grades 1 and 2 at 2: 58
 - Then grades 6, 7 and 8 at 3:00.
- Students in Grades K-4 are expected to stay with their teachers until a parents/designated contact or older siblings informs the teacher that they are taking the student.
- Students should **NOT** be waiting in the ROSE GARDEN, CVS Parking Lot, or Shops across Kings Highway for a later pick-up. The school cannot be responsible for students waiting in these areas without supervision.
- Please be VERY aware of the parking and Non-parking areas around the school property.
 - No parking in areas where the curbs are painted yellow.
 - Park 30 ft. from intersections and stop signs.
 - DO NOT park on the school or church property before, during or after school hours. (7:00am to 4:00pm)

FIRE and SAFTY DRILLS

- ➡ We are required by law to conduct Fire and Safety Drills every month.
 - We are in the process of updating a **Standard Emergency Protocol Document**.
 - Every family will receive a copy of the descriptions and procedures involved.
 - Those drills will include: Fire, Lock-out, Lock-down, Evacuate and Shelter.

All of the above changes and adjustments were the result of the collaboration with and recommendations from of the Local and State Police Departments as well as suggestions recommended by Homeland Security Agencies and Programs.