



November 21st, 2018

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 31st, 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 3rd, 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	2:55 - 3:20pm
14th St.	Tk/K/1st gr YARD GATE	8:10 - 8:20am	1:45 - 1:55pm 2:55 - 3:00pm
16th St.	SOUTH (CODE) GATE (code only)	7:00 - 8:10am	2:55 - 6:00pm
16th St.	SOUTH (CODE) GATE (without code)	8:10 - 8:25am	n/a
	Cafeterium - Breakfast and early drop off	7:45 - 8:10am	n/a
14th & 16th St.	Parking Lot	STAFF ONLY	n/a

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### ***Yellow Gates (Main Gates on 14th Street)***



#### ***Morning Arrival***

- Gates will open at 8:10am and close at 8:30am for morning arrival
- Without an appointment, 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

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### ***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 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
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## **16th Street 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
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## **16th Street North 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***



- This gate is to be used ONLY by WRLC staff
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### ***16th Street Parking Lot Gate***



- This gate is to be used ONLY by WRLC staff
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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**



- Only WRLC staff members may enter the campus through the staff parking lots
- Only WRLC staff members may exit the campus through the staff parking lots
- Only WRLC staff members may use the 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. During the week of December 3rd (the week that the policy goes into effect), coffee will be served at the 14th Street entrance. 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,

Ryan Bourke