

FAIRFIELD PUBLIC SCHOOLS

David G. Title, Ed.D.
Superintendent of Schools



Phone (203) 255-8371
Fax (203) 255-8245

The Education Center

February 21, 2014

Dear Parents:

Fairfield Public Schools, in partnership with the Fairfield Police Department and the Town of Fairfield Administration, have worked together to ensure the safety of our students and staff. In the continued analysis of current school procedures, we have recently made some revisions to elementary practices that will go into effect immediately. These measures will complement the current security procedures that are in place at each of our elementary schools. We will need everyone's help with the revised procedures to ensure a safe learning environment.

1. Band and orchestra rehearsals before school: School doors will be locked at the time of arrival, therefore a staff member will allow students into the school building. It is important that your child arrive between 7:50 a.m. to 8:00 a.m. (7:10 a.m. to 7:20 a.m. for Holland Hill) to diminish disruptions to the rehearsals and for appropriate staff to be available to allow students into the building. As band and orchestra rehearsals occur in different spaces at the elementary schools, please see your school principal for more specifics on entry to the building.
2. Access to the building during the school day: One of the most important things we can do to ensure a secure building is to limit access to students, staff members and those with a scheduled appointment. School visitors must have an appointment with a staff member or have a legitimate reason for entering the school. This includes parents and community members as well as former students. Appointments will be confirmed with the staff member in question. School personnel must approve all other activities for which someone is entering the school. This new procedure has an impact on those schools that allow visitors during lunch. Lunch-time visitors will only be allowed for student birthdays; a designated lunch table will be identified for this purpose.
3. Entry into the building: Secretaries will be trained in a new screening protocol. If the secretary does not recognize you, please be prepared to show a form of identification. All visitors will be asked to share information regarding their appointment at the school. Each visitor must be screened and therefore, we ask that you do not let anyone else in behind you when you are buzzed into the school.

4. Forgotten items: All elementary schools will use an outdoor cart for delivery of forgotten items such as instruments, lunches, books, etc. Please label the item with student and teacher names. Please ring the buzzer to notify staff that an item is on the cart. Staff will pick items up periodically.
5. Late arrival and early dismissal: We encourage students to be present every day for the full day. Dropping students off late and picking them up early for various reasons causes disruption to the school environment. Please notify the front office prior to a late drop-off or early pick-up so that your visit will be expected.
6. Activities after school and in the evening: A staff member will allow access to the building via the buzzer system until 4:30 p.m. (4:00 p.m. at Holland Hill and 5:00 p.m. at McKinley). The school doors will remain locked and the custodian's cell phone number will be posted on the front door. After 4:30 p.m. the custodian's cell phone should be called to access the building. Organizers for after-school events will be responsible for staffing the door; doors should not be propped open or be unlocked at any time.

We continue to work on improving the safety and security procedures of all our schools. Limiting access to schools is an unfortunate reality given the times in which we are living. Please know that the elementary staff appreciates your attention to the procedures outlined in this letter. If you have any questions about this information, please feel free to speak with your school principal or contact Anna Cutaia-Leonard, Director of Elementary Education, at 203-255-8372. Thank you for your support with these important matters.

Sincerely,



David G. Title
Superintendent



Anna Cutaia-Leonard
Director of Elementary Education

DGT/mb