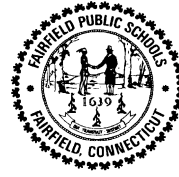


Tomlinson Middle School

200 Unquowa Road
Fairfield, CT 06824-5010
Phone (203) 255-8336
Fax (203) 255-8211



Sally Bonina, Principal

Amanda Kirik, Assistant Principal

Joshua Marko, Dean of Students

January 10, 2014

Dear Tomlinson Parents and Guardians,

Happy New Year to all of you. I hope you enjoyed the holiday break and are managing the crazy January weather.

I am writing to you to enlist your support regarding school safety and security. Please read this entire memo as it outlines some procedural updates for your information. In order to keep Tomlinson as safe and secure as possible, we need everyone's help and that includes you. Thank you in advance for your help and attention to this important matter.

1. One of the most important things we can do to assure a secure building is to limit access to the school to only those people who should be here, primarily students and staff members and those who have an appointment at the school. As you know, we have instituted a buzzer system that requires everyone to ring the bell in order to come into the school. We are averaging about 120 "buzzer interruptions" on a daily basis. This means that the front office secretaries must stop what they are doing, answer the bell, inquire into the matter and then provide instructions to the person out front. Most times, it is an adult who has brought an item to school that a child has forgotten at home, such as homework, notes, lunches, musical instruments, etc. I have two suggestions for this issue:
 - a. Please do not come to school with the forgotten item. This is the best option as one of the primary lessons of middle school is personal responsibility. We work hard trying to teach this every day to our young students. It will not be the end of the world if a student does not have a book, homework, gym clothes or instrument on a particular day because he/she has forgotten it. Yes, students will need to address this with their teacher, but that is part of the personal responsibility that they need to assume. It will be a valuable lesson for them if you do not bring the item to school and they need to deal with this on their own. I can assure you that they are capable of this and that their teachers will handle it appropriately.
 - b. If you must bring an item to school, then please leave it on the cart by the front gymnasium entrance with the overhang – without ringing the bell. We are very aware of the cart being there and we shall check it regularly to insure that items are brought in.
2. Another major cause of interruptions is picking up students or bringing them back from appointments (doctor, dentist etc.) during the school day. It is imperative that the

students be present every day for the full day, unless they are sick. I am asking you to make every effort to schedule appointments outside of the school day or during vacation periods. If it is impossible to schedule around the school day, please be sure your child has a note that he/she will be dismissed early stating the reason and time for leaving. This note should be turned into the attendance secretary before school starts, so we are aware when the student is leaving and can keep a record of it. Also, please bring your ID when picking up your child.

3. School visitors will only be allowed into the school if they have an appointment with a staff member or other 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. All other activities for which someone is entering the school must be approved by school personnel.
4. Please do not let anyone else in behind you if you have been buzzed into the school. We keep a log of every visitor and do not want multiple people entering at once. Each visitor needs to request access individually by ringing the bell.

We continue to work with the Fairfield Police Department to update our procedures and to insure a safe and secure learning environment. Limiting access to the school is an unfortunate reality given the times in which we are living. Please know that the Tomlinson staff and students appreciate your attention to the procedures contained in this memo. If you have any questions or concerns about this information, please feel free to call me at school so these may be addressed.

Thank you again for your support in this important matter.

Sincerely,

Sally Bonina
Principal

NOTE: Emergency Messages are sent through Infinite Campus. If you do not receive these, then you need to insure that your contact information is updated. Thank you.

