

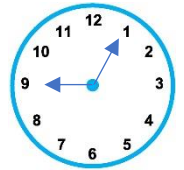



FWES Campus Security Procedures 2018-19

Maintaining the safety and security of our school campus has been on the minds of school staff and families across the nation in the recent months and years. WCPSS and Farmington Woods are consistently seeking opportunities to make improvements that will further insure the safety of our campus for students, staff and visitors.

There are several additional security measures we have in place to maintain the safety of our building and campus ask your cooperation with each one:

- **Parents walking to class during arrival may not walk to classrooms after 9:05am.** Parents who want to walk with students to the classroom must enter the front doors prior to 9:05am to be allowed to walk to the classroom. Parents arriving after 9:05am will not be allowed to travel past the front lobby.
 - Parent access to the campus during arrival time will continue from 8:45am- 9:05am. Once the news is being broadcast at 9:05am- parents will not be allowed to continue down the hall to classrooms with students. It is critical that when the bell rings at 9:15am all parents have exited the building and doors can be secured for the day. We have monitored our open door policy at arrival and have found that most parents who travel to classrooms after 9:05am have not exited the building before the bell rings at 9:15am. We want to maintain an open door environment for families but must also maintain safety and security of our campus.
 - ***Only WCPSS employees and approved/registered volunteers who have signed in at the office may be unescorted in the building between 9:15-4:15pm.***
- **Visitors at the doorbell will be asked name and purpose before being allowed school access.** Visitors ringing the door bell will be asked to identify themselves and the purpose of the visit before the door will be unlocked for entry.
 - It is important that we do not unlock the door unless we know the purpose of a visitor's request to enter the school. Even if you are a regular volunteer, lunch visitor or a PTA leader, we will ask ALL who ring the bell for this information to insure we are aware of why visitors are accessing our campus.
 - Parents entering or exiting the school should not allow others to enter the building as you enter or exit and remind visitors to ring the bell for entry. Please **DO NOT HOLD THE DOOR** to allow someone else to enter. While it seems the polite thing to do- we all need to remember it is for the safety of our students that we do not allow anyone to enter our school except through the visitor doorbell process.



- This security step is particularly important as you exit the school, as the doors can take a bit of time to close and lock behind you and others can grab the handle quickly and enter if you do not help us monitor this process.
- **Visitors should have photo ID available at all times when visiting the school.** Visitors should be prepared to show identification at any time when entering the office and when signing in at the computer. 
 - Although once you have signed in, your ID is registered in our visitor system, school staff may require photo ID at any time a visitor is accessing the school campus. Thank you for your cooperation by always carrying a photo ID when entering our school.
 - Photo ID and verification to sign a student out is required when signing students out of school in the front office. Only adults (18 years or older) can be authorized to sign a student out from school. Siblings or other family members younger than 18 cannot sign students out from school.
- **Visitor badges must be visible at all times.** Visitors must wear a visitor badge in clear view at all times when inside the school building. Please place the visitor badge on your chest so it is easily visible by school staff. Visitor badges on a pant leg or stored in a pocket do not clearly identify the visitor as someone who has been through the front office.
- **Visitors should visit the office to check out when leaving after each visit.** Please return to the office before leaving the campus to check out in the office. The check in system can provide our school and security information about who is on our campus at any time and for the safety of all, needs to be accurate information.
- **Volunteers will need to show volunteer card for 17-18/18-19 school year.** We appreciate all of our many volunteers who serve our school in many ways. As only approved volunteers are allowed to access the school campus during the instructional day for a specified volunteer purpose, we will require volunteers to show this year's card when checking in to the system or a valid photo ID to verify volunteer clearance until volunteer cards can be issued for 18-19. Thank you to our regular volunteers for your cooperation as we know you are in our building often but will appreciate you showing your card each visit. A legible photograph of your visitor card can also be shown at the front desk if you prefer to keep it in your phone for easy access.

Thank you for your cooperation with these additional steps so that we can maintain the safety of our school campus during the school days while still providing a campus that is accessible by families and visitors to support student learning!

