



San Marino Elementary School

6215 Rolando Way • Buena Park, CA • 90620-2899 • (714) 228-3280 • FAX (714) 220-0521

March 26, 2018

Dear San Marino Parents and Guardians,

In light of the recent school tragedies in our country, we have been re-evaluating our school's existing safety plan and security measures. While we are looking at every aspect of school security, we have determined some changes that need to occur to safeguard our students immediately. Over the last few months, I have met with parent stakeholder groups, including PTA, School Site Council and the English Learner Advisory Committee. I held school safety parent forums in December and again in March to discuss school safety and possible changes to our procedures. I also evaluated these safety issues with the Buena Park Police Department, teacher leadership, and the rest of school staff at San Marino.

We will continue to have conversations about keeping our children safe, and I always welcome your ideas and suggestions. We are at a great starting point. In the meantime while we explore options, thank you for your cooperation, and support with the changes we are making. The following changes will be in effect beginning **April 2, 2018.**

Each morning:

- **THE CAMPUS WILL BE CLOSED TO UNAUTHORIZED ADULTS BEFORE AND AFTER SCHOOL.**
- **ALL students will enter campus through ONE point of entry. This is the main gate between Kinder playground and the MPR**
- **Students eating breakfast may enter the MPR door in front of the school at 7:30am**
- **The gate (in the back of school) off San Remo Way will NO longer be opened before school**
- **We will be adding additional supervision in the front of the school from 7:30am – 8:00am**

At dismissal, we ask that parents wait outside the gates for their child/children. Students will be dismissed at the following gates:

- **Kindergarten/Preschool: Kindergarten/Preschool gate on San Rolando Circle.**
- **Walkers: Front main gate between MPR and Kinder playground**
- **Riders: Front gate by MPR trash can waiting area by yellow poles**
- **Club Casa parents will pick up in the front of the MPR no need to come on campus**
- **Childcare parents will pick up at the portables**

If you have a scheduled meeting with a teacher before/after school, please check in with the office and follow our regular visitor procedures. As per our existing procedure, all volunteers must sign in at the front office and wear a visitor's badge. At San Marino we are very fortunate to have many parent volunteers, and we want to continue to foster school and community involvement. Parent volunteers are to sign in to the office at 8:15am.

*Board of Trustees: Henry Charoen • Elizabeth A. Gonzalez • Steve Harris • Art Montez • Connor Traut
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The reason for this change is to ascertain that the people who are actually on campus are authorized to be here, and to reduce the possibility that a stranger could slip onto school grounds without notice. I appreciate your understanding and cooperation with this important modification of our school security plan. I realize that it is a big change.

An additional change is that I am going to begin a new practice of informing you in advance when we will conduct a lock down drill. This will be done through the Sunday message at least twice a year. Considering the heightened awareness of school safety issues, I don't want you to be alarmed if your child comes home and says that they were "hiding in their classroom" at school. If you know ahead of time that a drill of this nature is being conducted during a given time period, that gives you the opportunity to have valuable discussions with your children about staying calm and safe. During these drills you will be unable to contact or enter the school. We will be simulating a lockdown.

Please understand that the decision to modify our morning and dismissal procedures was made after careful thought and discussion with many stakeholders in our school community. Our students' safety and well-being is always of utmost importance to all of us. If you have any questions or concerns, please do not hesitate to contact me.

Sincerely,

Omaira Z. Lee, Ed.D.
Principal