



North Rose – Wolcott Central School District

School Building Entry Written Program

NRW CSD – School Building Entry – Written Program

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School Building Entry Program

Purpose

The purpose of this program is to provide safe, secure facilities for staff, students and guests at all times and a heightened awareness of building occupancy and potential threats.

This program defines the responsibilities of all District management and supervisors in coordinating such practices, as well as strict guidelines to be followed by all staff, students, and community members.

Goals

Specific goals of this program are:

Accurate attendance records: In streamlining entry onto our campuses the District will simplify student and staff attendance procedures and provide for a greater level of accuracy on internal attendance reports which may be useful in emergency situations.

Reduce Risk of incident on School grounds: In streamlining entry onto our campuses to a single point, staff, students, and community members alike will more easily identify unusual or suspicious activities on our grounds, ultimately providing a greater and swifter response to such occurrences.

Reduce Risk of unapproved or unlawful entry: In reducing entry to a single point at each of our district campuses, the district will more consistently scan driver's licenses and vet those who enter our premises.

Responsibilities

District Safety Committee

Daniel Friday, Director of Facilities II, co-Chair and

Robyn Roberts-Grant, Director of Health, Physical Education and Athletics, co-Chair

This committee is responsible for these tasks:

- Develop Single Point of Entry Program and review periodically.
- Make changes to the Single Point of Entry Program as necessary.
- Consult with Facilities Department regarding proposed physical changes to District facilities which may impact the Single Point of Entry Program.

Business and Operations

Robert Magin, Assistant Superintendent for Business and Operations

This person(s) is responsible for these tasks:

- Publicly endorse and support the program. Work with key personnel including Assistant Principals and Directors to administer and hold staff accountable for compliance with the Program.
- Advocate for changes and alterations needed to provide a high level of security and safety to building occupants.
- Periodically review the Single Point of Entry Program and oversee changes as necessary.

District Employees (includes teachers, service employees, and others)

These people are responsible for these tasks:

- Adhere to the requirements of the program at all times.

Program Development

Discovery/Current Building Access Profile review by Safety Committee and Administrators

Developing a profile of current access patterns throughout the district and identifying key weaknesses in our security protocol was the first step in the development of this program.

The North Rose-Wolcott District Safety Committee met to review and discuss the current state of our badge access system, key systems and keyholders, as well as deficiencies with specific door and access hardware.

Identify program implementation hurdles and possible exclusions

The second step in developing this program was to identify and work to resolve issues which may result from implementing the Entry Program. Issues regarding deliveries, Physical Education Classes, and Program administration, monitoring and accountability were all discussed. Agreed upon by the safety committee was that only select exclusions or exceptions, specifically those noted in the ‘Program Implementation’ section below, would be acceptable deviations from the general plan indicated. For full implementation, a plan of accountability and routine follow up by administrators and supervisors, within each department, will be imperative.

Program Implementation

General Plan

Each District facility will have unique requirements, as outlined below. All district employees, students, and guests will adhere to these requirements, as stated, effective April 9th, 2018:

Elementary School: Monday - Friday

- All Staff, Students, and Guests will enter and exit the building through door number 3 (Secure Entry near Counseling) between the hours of 7:45 a.m. and 3:25 p.m.
- From 6:00 a.m. to 7:45 a.m., staff may enter/exit through door number 3 (Secure Entry near Counseling) or 17 (Gym/Bus Loop Doors). Visitors still may only enter through door number 3 during these times.
- Dismissal for students being picked up will require that parents enter through door number 3, sign in and get a pass, and then exit through the door number 2 (West side front entrance). A staff member will collect the pass at door number 2 and monitor that students and parents exit the correct door, and do not access the building.
- Vendors (i.e. cafeteria deliveries) will enter the building through door number 3 (Secure Entry near Counseling) to check in with a staff person prior to making any delivery. Upon check in, a staff person from the respective department from which the order was placed will escort and supervise deliveries, which may be received through door number 18.
- Refuse may also be removed by the facilities department through door number 18, provided one staff person remains stationed at the door, while another places the waste in the appropriate containers, and then returns through door number 18.
- For the sole purpose of recess, a staff member at each grade level will be assigned to remain at door number 5 (near music room). This person will have the responsibility of opening the door to returning classes and/or students who must re-enter during recess.
- For the sole purpose of PE classes, door number 17 (Gym/Bus Loop Doors) may be used to enter and exit during the day by staff and students. The entire class, including adults, shall enter and exit at the same time. Any student or staff who is late to class will need to be escorted through the secure entry to join the class outside.

High School: Monday – Friday

- **Fitness Center:**
 - **AM:** Door number 26 into the Fitness Center will serve as the point of entry and exit for Fitness center users during morning fitness center hours. At 7:00 a.m., the door between the Fitness Center and High School will be locked, and access through that door, into the High School, will not be permitted for any staff or guests. Fitness center users may exit through the fitness center door until 8:15 a.m.
 - **PM:** Doors number 2 and 26 will serve as the points of entry and exit for all staff, students and guests (including Fitness center users and staff) from 3:00 p.m. until 7:00 a.m. Door number 1 (Main Doors) will be available during these hours as necessary for after school activities and events as well.
- **General Admission:**
 - **Bus Drop Off:** Door number 1 (Main Doors) will serve as the point of entry for students dropped off by busses prior to 1st period each day.
 - **Staff, Students, and Visitors:**
 - Door number 2 (High School Main Office) will serve as the only point of entry and exit for High School Staff, students and visitors (except Fitness Center Staff and Users as specified above, and students dropped off by bus) between the hours of 7:00 a.m. and 3:00 p.m.
 - Door number 6 (Middle School Main office) will serve as the only point of entry and exit for Middle School Staff, students and visitors (except students dropped off by bus) between the hours of 6:30 a.m. and 3:00 p.m.
 - Between 3:00 p.m. and 7:00 a.m., the door between the Fitness Center and High School will be unlocked, and access into and out of the High School for all Staff, Students, and guests may also be through Door number 26.
 - **As a general condition of this program, corridor doors allowing access to instructional spaces from the main lobby and cafeteria areas will be closed and locked between the hours of 3:15 p.m. and 7:15 a.m., and on weekends.**

- **Physical Education:**
 - PE Classes will be permitted to use door number 23 (North Fitness Center Door) to exit and enter the building for outdoor activities. The entire class, including adults, shall enter and exit at the same time. Any student or staff who is late to class will need to be escorted through the secure entry to join the class outside. PE Teachers will be required to keep the door locked when not in use.

- **Athletic Contests (Outside):**
 - Door number 26 (South Fitness Center) will serve as entry and exit for restroom use only for staff, students, and guests during athletic contests. As stated previously, the doors between the Fitness Center and the High School will remain locked until 3:00 p.m.

- **Deliveries:**
 - Vendors (i.e. cafeteria deliveries) will enter the building through door number 2 (Main Office) to check in with a staff person prior to making any delivery. Upon check in, a staff person from the respective department from which the order was placed will escort and supervise deliveries, which may then come in through door number 27 (Receiving/Loading Area) as needed. The overhead door shall ordinarily remain closed and locked during the school day.
 - Refuse may also be removed by the facilities department through door number 27. All refuse will be brought into the receiving area and the overhead door shall then be closed, at which time disposal may take place in accordance with the same delivery procedures outlined above.

All Schools: Saturday – Sunday

- Elementary School: All entering and exiting of the building shall be through door number 3.
- High School: All entering and exiting of the building shall be through door numbers 1 and 26.

All Schools: Holidays

- During holidays, there generally shall not be access to school facilities.

Exceptions:

- **Fire and Other Drills**
 - In the event of fire drills and other evacuation or emergency drills, Students, Staff, and Visitors shall enter and exit through the doors as designated in the Building Emergency Response Plan and each room's respective 'Go Folder.' Re-entry into the buildings from such drills will be coordinated by the building administrators and may take place utilizing entrances and exits not normally deemed permissible for day-to-day use.
- **Other**
 - Any other exceptions to this program must be first approved by a building administrator, and then by the Assistant Superintendent for Business and Operations.

Summary

In moving forward with strictly defined control over access to district facilities, the North Rose – Wolcott Central School District will realize heightened awareness of building occupants, potential threats and security issues. District Management is committed to providing the safest and most secure facilities possible for our students. By providing such an environment in which a high level of instruction may safely take place, students will be afforded the opportunity to thrive.

Appendixes

- A – North Rose – Wolcott Elementary School Building Map with door numbers
- B – North Rose – Wolcott Middle School Building Map with door numbers
- C – North Rose – Wolcott High School Building Map with door numbers