



Safety and Security

Safety and Security Changes

The District has developed plans and completed projects throughout the district to enhance security and is finishing work on the installation of buzzer/intercoms and cameras at Sutter Park School as a part of this process. The buzzer/intercoms and cameras will be located at the main entrance to the school. The start date for the new procedures will be **August 20**.

Arrival Procedure: Morning students will enter the building in the morning through the front door at 8:05 and afternoon students will enter at noon. Morning students are permitted to arrive at 8:05 and afternoon students at noon. The door will remain unlocked until the start of the school day for each session (8:15 a.m. for the morning and 12:10 p.m. for the afternoon). Students entering the building after the 8:15/12:10 bell will be considered tardy and will need to check in at the office. In addition, students and parents arriving at school after the doors are locked will need to be “buzzed” into the building.

Visitor/Volunteer Procedure: Visitors and Volunteers need to sign in at the office and receive a visitor/volunteer badge, regardless of the time. In addition, visitors and volunteers arriving after the front doors are locked will need to be buzzed into the building. Teachers and therapists are generally not available for impromptu meetings while supervising students or on duty in the classroom so it is best to work with these staff members in advance to set up a meeting time.

Dropping off student belongings: Parents dropping off snack, backpacks, etc. will need to be buzzed into the building through the front door. Student belongings must be dropped off in the office. Please do not take belongings directly to classrooms to minimize interruptions and reduction in instructional time.

After-school Hours: During the brief window of dismissal time, doors will be unlocked but will be secured again at the close of the day.

Patience will be key to this new system. Please understand the office staff may at times be unable to immediately attend to the door buzzer but will get to you as soon as they are able.

In addition to the buzzer entry, “panic” buttons will be installed in the office as well as electronic door locks. Additionally, protective safety film on the main entrance glass will be added. We hope that families understand that while we are sacrificing some convenience and reducing access to our building, we are *adding* an additional level of security to our building. We appreciate your assistance in making this a smooth transition.

The Worthington School District constantly evaluates safety needs, and the Sutter Park Safety team will continue to meet throughout the year to monitor, revise and confirm procedures and protocols to ensure the safety of our children.

If necessary, additional information will be shared as procedures are implemented. Please feel welcome to contact the office at #450-4900 with any of your questions or concerns.