



University Elementary School

1111 N. Russell Road Bloomington, IN 47408 812-330-7753 FAX 812-330-7770

www.mccsc.edu/university

Dr. Gretchen Morgan, Principal

March 29, 2018

Dear University Families,

I would like to share with you some of our current procedures regarding school safety. In light of recent tragic events, I know there is heightened interest and concern regarding school safety, and I wanted to assure our community that this is something we take very seriously. Certainly, the tragedies that continue to happen throughout the U.S. are weighing heavy on our minds. Our staff recognizes the importance and responsibility of keeping all of the children in our community safe and secure.

We regularly practice drills with students and review safety and security procedures with faculty. Our next lockdown drill will be on Tuesday, April 3 at 10 a.m. Our School Resource Officer will be here during that time, however, our students see him often in the hallways and they know he is a person that works to keep our schools safe. We are informing parents and staff in advance of our lockdown drill so we can reassure students this is only a drill and we have people and processes in place to keep University Elementary a safe place. Thank you for talking with your child in advance.

Our school safety plan has been reviewed by our School Resource Officer and our Safe School Committee meets regularly. Adults are assigned at each entrance during arrival and dismissal. Students are allowed to enter the building at 8:45 a.m., and the doors are locked at 9:00 a.m. Our office administrative assistants monitor a buzzer entry system at the front entrance throughout the day. All parent visitors must check in at the office during school hours. We have a security system in place that will alert the authorities immediately in the event of an emergency.

Students and parents should know that threats to school safety will be taken seriously. Please keep the lines of communication open with school personnel if you have concerns. If you see anything concerning anywhere near our campus, or on any of the social media platforms, please report it to the school immediately. We have benefited in multiple past situations due to our proactive communication from students and parents. It is greatly appreciated and critical to our continued efforts.

The Monroe County Community School Corporation hosted two community informational sessions on school safety and security in March. I want to provide an additional opportunity for parents to learn more about safety procedures specific to University Elementary. I will host an informational session on Thursday, April 5 from 6:00-6:45 p.m. in our University Elementary Library. I will be presenting safety information for parents. School district personnel that support me in keeping our school safe will join me this evening as well. We welcome your attendance and support as we work together to ensure the safety of all students at University Elementary.

Sincerely,

Dr. Gretchen Morgan, Principal



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