



Dear Parent,

3/16/18

Your Student's Safety is extremely Important to everyone here in Trotwood-Madison City Schools.

Here are some of the things the district has in place to ensure your child is in a safe and secure learning environment:

- Full time school resource officer, works throughout the district visiting all five (5) buildings on a regular basis and creates an open line of communication with Trotwood Police.
- Auto locked doors on all entry and exit ways. All visitors are buzzed in through front entry doors of each building and must sign –in at the main office desk.
- MARCS radio system installed in each building that alerts first responders in the event of an extreme emergency.
- Multi-unit camera systems in each building that monitors hallways, entry ways, exits and parking lot areas. This system will be upgraded to add additional cameras in 2018-2019.
- Staff key fob system that is programed to allow only certain staff access to specific parts of the building during designated times of the day.
- Refined visitor protocol, where visitors are assigned temporary badges, meetings are pre-scheduled with administration and building escorts walk visitors to designated areas within the building.
- Radios assigned to staff for points of contacts throughout the building.
- State approved Emergency Management Plans for each building identifying important contact and procedural information specific to each school building.
- District and building level safety teams that meet during the year to discuss safety plans and processes.
- District-wide ALICE training on Emergency Response tactics in the event of various threatening situations taking place.
- District wide "Quick Reference " safety guides in each classroom and on each school bus to provide guidance to staff in the event of various emergencies.
- School Guidance Counselors and Mental Health Therapist in each building to work with staff and students through a variety of issues including but no limited to, student's emotional well-being.
- Conduct monthly safety drills: Fire, Tornado, Lock-downs, Rapid Dismissal, ALICE scenarios, etc., to provide staff and students, "in the event of " training.
- Student help lines to provide outlets for students to share concerns that may need to be brought to the attention of the school administration.

Here are just a few things you can do to assist us with maintaining a safe environment for your student:

- Talk with your student about making sure they understand the importance of following the visitor protocol at the school. For them it simply means “never” letting anyone in the building through an external door. Direct everyone to the front office.
- Share concerning information with the building administration, whether it is you or your child, contact the building if you ever feel there could be a possible threatening situation to anyone in the school.
- Ask your students questions about the drills they participate in. Questions like, have you had a drill this month? Or, what was being in the lock-down like? What were you directed to do? These types of questions keep you informed on the drilling that is taking place in the buildings.
- Ask questions. If you have any that are specific to school safety feel free to confer with the building Administration or the Operations Department to seek answers.

Unfortunately, the times we live in call for the district sharing this type of information with stakeholders to ensure everyone is aware of the precautions that have been taken to ensure student and staff safety.

No plan is the perfect plan. This information informs you that although no plan is perfect, Trotwood-Madison City Schools are working to inform you that we have put things in place to support staff and student safety.



Marlon Howard, Director of Operations

Trotwood-Madison City Schools