



October 6, 2016

RE: SCHOOL ENTRY & ACCESS

Dear Students, Parents, Visitors:

Starting October 6th, Rivers Collegiate (RCI) and Rolling River School Division (RRSD) will be changing the way staff, students, parents, and visitors enter or access our school. We will be monitoring more closely who has access to our building in order to ensure the security, safety, and well-being of our students, staff, and visitors at RCI.

RRSD Statement:

In compliance with Manitoba Safe Schools Charter, Rolling River School Division is planning for the implementation of front door lock and monitor policy and procedures at its schools. As part of the implementation, Rivers Elementary School/Rivers Collegiate will begin procedures on Thursday October 6th, 2016. To enter the school please use the buzzer provided. Thank-you in advance for your cooperation.

Until a more developed policy can be created the following is what has been discussed with staff & students and expected to be followed:

- This is purely about the **school safety** of our students, staff, and visitors in our building and should not be viewed as punitive.
- **All Entrance Doors will be locked at all times.**
- **North Bus Doors:**
 - Staff will be present to let students in when buses arrive each morning (*approx. 8:30-8:50 AM*).
 - If a staff member is not there, please go to the main doors for access.
- **Main Entrance Doors:**
 - Staff will be present to let students in (*approx. 8:30-9:00 AM*).
 - Buzzer system will be installed this week to assist in notifying our staff that someone is waiting to enter the school.
 - It is possible that students may need to wait for someone to get to the door as we are often in meetings in the morning prior to classes.
 - Please do not arrive too early and definitely dress for the weather! Please be patient as well.
 - Parents, visitors, and guests must buzz into the main office and then immediately report to the front desk. If you are remaining in our school for a longer duration, you will be asked to sign in/out and wear a Visitor ID Tag.
 - If parents are requesting to see their child during the school day, we ask that you
 - Call ahead to notify the school; or
 - Utilize the new buzzer system to gain entry (then promptly checking in at the front desk).
 - Parents and visitors are not allowed to walk through the school unsupervised--be sure to check in at the main desk/front office.

- **Other:**

- **Extra Curricular, Sporting events, School Dances, Concerts etc...:** The doors will remain locked during the event. In some instances, visiting students may be asked to provide identification to gain access to our building.
- There will be additional information that will be posted on our website, newsletters, and notices in the coming months. Thank you for your understanding.

If you have any questions or concerns, you are welcome to contact Mr. Klassen (328.5364) or Rolling River School Division for more information (867-2754).

Sincerely,

A handwritten signature in black ink, appearing to read "M. Klassen", with a long horizontal flourish extending to the right.

Mike Klassen
Principal