

Feb. 15, 2018

Dear Parents,

In light of the tragic events which occurred yesterday in Ft. Lauderdale, as well as the incidents that have been taking place all over the United States, we held an emergency meeting of our Safety Committee today to implement and reinforce our school's safety measures.

In December 2017, the entire staff met with Major Sargent Michelle M. Brown, Homestead Air Force Base Education & Training Manager, and Major Sargent Frederick K. Killian, Security Forces Training Manager. They assisted us in making a preliminary plan for training in dealing with possible mass shootings. This was followed by a Safety Committee meeting with the trainers to discuss the implementation of these safety procedures in our school.

Based on feedback from our staff, we are asking that our parents take another look at the December letter that we are resending (attached). In addition, we have new procedures, and other memos from Charter School Operations, which are in this letter. Please share these procedures with anyone who comes to our school – including grandparents, friends, etc – whoever picks up your child.

AS A RESULT OF OUR STAFF MASS SHOOTING TRAINING OF DECEMBER WE ARE IMPLEMENTING THE FOLLOWING. For your information, we have divided the rest of the contents of this memo as

- A. New Measures Being Taken
- B. How We Can Improve What We Have

A. New Measures Being Taken

1. All staff are wearing id badges and whistles on lanyards.
2. Every teacher has an emergency plan.
3. All teachers are mandated to keep doors locked.
4. Students are not allowed to open doors.
5. Students and teachers are participating in different levels of safety drills. Be prepared for possible questions from your children.
6. In addition to the Miami Dade County Public Schools emergency plan, we will be implementing and practicing new safety drills learned from our mass shooting training.

7. Everyone must report to the office without exception. DO NOT go in to your child's classroom without going to the office first.
8. We will start by purchasing 25 new emergency doorstoppers with this year's budget.

B. How We Can Improve What We Have

1. In the next few months, we will be getting additional training from the Miami Dade Police Department Training Bureau.

2. The above workshop will be followed up by an all-day active shooter simulation training, also by the MDPD Training Bureau.

3. We have created a partnership with the organization, Sandy Hook Promises. They will be providing workshops for students and staff in the near future.

4. What can you do to help us keep your children safe?

a) Please assume we are here to help! Know that this is something we have been working on for the past year.

b) If you have questions, we are accessible. Please make an appointment with one of the administrators.

c) Please follow the procedures. If we all work together – parents, teacher, and administrators – we can keep our school safe.

d) The staff want you to understand: we care for your children. We are the first line of defense and we realize that.

e) Any adult's first stop should always be the office. No exceptions.

f) We all need to work on being consistent. When one person is inconsistent, whether CRMA staff member or parent, it affects how successful we are in keeping our children safe. Even something as simple as keeping emergency-contact information current is critical. This is an example of something that is lacking in our school.

g) There are numerous ways of keeping informed, yet many parents complain of not receiving information. You can get your CRMA news from:

1. Text CRMA with 313131
2. bloomz
3. Volunteer database
4. Edconnect
5. Facebook
6. Instagram
7. CRMA website
8. Teachers' emails

9. CRMA school email
10. Administrators' emails and phone numbers
11. PTA board emails and phone numbers

5. Any parents with resources in security, please contact the administration. Level 1 and 2 volunteers are welcome to help.

6. Understand there are certain security measures we must keep to ourselves. We are not making all security details public for the safety of your child.

7. While we want to maintain the Montessori philosophy, the safety of your children comes first.

Please keep in mind that security is an ongoing process. We will be making more changes as we evolve in our security preparedness. We would appreciate your being flexible and supportive, since this is a new phenomenon for all of us – both parents and educators.

Sincerely,

Coral Reef Montessori Academy Administration and Staff