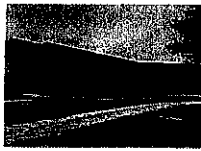


# Sacopee Valley Elementary School

213 South Hiram Road, Hiram, ME 04041 (207) 625-8116 [www.sad55.org/shesweb](http://www.sad55.org/shesweb)



Monique Sullivan, Principal  
Tracy Flagg, School Social Worker



March 15, 2018

Dear Parents/Guardians,

In light of recent events, all schools in the district are sending home an informational letter regarding school safety and procedures. Please know that all schools in the district consistently review and practice their safety plans. The safety plans identify what procedures students and staff will follow in order to keep everyone safe.

All schools participate in fire drills and lockdown drills. Our most recent lockdown drill occurred on February 1, 2018. We regularly consult with the Oxford County Sheriff's Department, York County Sheriff's Department, and State Police to ensure that our procedures are as effective as possible. We will continue to practice drills and review our plans and procedures.

As you enter our buildings, you will notice that we require all visitors to sign in and out and be issued a visitor's pass. At Sacopee Valley Elementary School this will now include parents walking children to classrooms in the morning, attending assemblies, meetings, classroom activities, and other school day events. While we realize signing in and out may be inconvenient, this policy is not meant to deter parents/guardians from visiting our schools or to make our schools seem unfriendly. We recognize and value the importance of parent/guardian involvement; however, we must be proactive to maintain a safe environment in our schools. By having visitors sign in and out, we will know exactly who is in our building to ensure that we account for all people in case of an emergency.

SVES parents dropping off and picking up children need to follow all parking directions. No vehicle is allowed to drive or park in the "bus circle" between 7:20 am and 3:00 pm. The school opens at 7:25 am. Please do not drop off your children before 7:25 am as there is no one to supervise them. SVES parents picking up their children at the end of the day should arrive between 2:15 pm and 2:20 pm, sign their child's name in the office, and go to the gym to wait for their child's name to be called over the loud speaker at 2:25 pm. Students will meet their parents in the gym (not in the hallway). Parents arriving before 2:15 pm will need to wait outside the building. The gym will not be open to parents until 2:15 pm. Additionally, we will have a staff member supervising the hallway and gym to ensure a safe dismissal for students and parents.

At Sacopee Valley Elementary School all exterior doors are locked during the school day, and we have one point of entry through our main entrance. In addition, our 2<sup>nd</sup> floor doors in our main entrance stairwell will be locked during the school day.

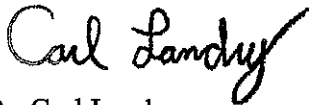
All district volunteers must submit to a background check conducted at the district level. All district employees must undergo fingerprinting and obtain Criminal History Record Check approval from the Maine Department of Education. As an added security measure, we are in the process of improving our security camera surveillance by installing new/additional cameras in all of our schools.

An additional measure of improving school security is for staff members to build strong relationships with students. In order to promote the development strong relationships, one of our major district goals is focused on


Sacopee Valley Schools: The education all students deserve

students having positive relationships at school. We take the safety of our students and staff seriously, and we will continue to work diligently to provide a safe learning environment. By working together, we will continue to make our schools a safe place for all. Please feel free to contact us if you have any questions or concerns around student safety. Thank you for your continued support of our schools.

Respectfully,



Dr. Carl Landry  
Superintendent



Dr. Monique Sullivan  
Principal