



# CHAMINADE HIGH SCHOOL

## OFFICE OF THE PRINCIPAL

February 27, 2019

Dear Parents,

Once again, allow me to reiterate that the safety and security of your sons are paramount at Chaminade High School. In the last several years, we have regularly evaluated, implemented, and revised various procedures, policies, and drills to ensure emergency preparedness.

As a result of our ongoing discussions and evaluations and given recent events, we will implement the following protocols:

### 1. **HOLD IN PLACE Procedures**

There may be circumstances wherein there is no imminent threat or crisis **inside** the building to necessitate a LOCKDOWN nor one that clearly exists **outside** the building which would necessitate a LOCKOUT.

This **HOLD IN PLACE** procedure is used when movement of students and staffs needs to be curtailed in order to verify or remediate a situation. School staff and students are secured in their rooms and no one may leave until the situation has been resolved. This allows the school to secure the students and staff in place and evaluate or remediate the situation.

Please note the following:

- A) Parents are NOT informed using the *SchoolMessenger* program.
- B) Once the incident prompting the **HOLD IN PLACE** has been resolved, an email is sent to parents explaining the nature of the **HOLD IN PLACE**.
- C) Parents will be notified via *SchoolMessenger* if the **HOLD IN PLACE** changes to a **LOCKDOWN** or a **LOCKOUT**.

We activated a modified form of this procedure on February 15. This new protocol is effective immediately and we will practice it as we do LOCKDOWNS and LOCKOUTS.

### 2. **Student ID Badges**

Students are already required to have their ID cards/badges on them at all times and use these badges to access the Dolan Family Science, Technology and Research Center.

Effective **Monday, March 4, 2019**, all students will be required to present their ID badges to enter the building each morning before school. We are in the process of ordering lanyards. Once the lanyards arrive, all students will then be required to wear their badges all day in addition to wearing them to enter the building. Please be sure that your son has his ID badge when he leaves the house in the morning.

Students who do not have their ID badges will report to the main entrance to receive a temporary badge for the day and will be required to return it to the Dean's Office at the end of the day.

Students who are currently missing their ID card/badge need to purchase a new one from the Dean's Office for \$10 before Friday, March 1, 2019. They will need to use them for access into school starting Monday, March 4, 2019.

### 3. Points of Access

In order to monitor entrance into the building, we will be utilizing a dual and single point of access to the building for students.

Effective **Monday, March 4, 2019**, students must enter the building through two points of entry (Main Entrance and Exit 3 – both on Jackson Avenue).

- All other doors will be locked. This includes the Chapel entrance.
- The driveway delivery entrance will be locked and monitored by the cafeteria supervisor/staff.

Students will NOT be permitted to enter the building using this entrance on a school day.

- Students will scan their ID badges to enter.
- Students who do NOT have their badges at the entrance are sent to the Main Entrance, where they will be issued a temporary badge.

- Access Entry points:

6:00 a.m. – Single Entry – Main Entrance

7:30 a.m. – Dual Entry – Main Entrance and Exit 3

8:05 a.m. – 3:00 p.m. – Single Entry – Main Entrance

- After 3:00 p.m. – Dual Entry – Main Entrance and Delivery Entrance
- All other doors remain locked at all times

It is my hope that these three new measures will further secure the campus. I want to thank the many parents who reached out to me and shared with me their concerns and suggestions. If you have any further questions or concerns, please contact me directly.

Sincerely yours,

Bro. Joseph Bellizzi, S.M.  
Principal