



## DIocese of BRIDGEPORT

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OFFICE OF THE  
SUPERINTENDENT  
OF SCHOOLS

December 5, 2017

Mr. Bardhyl Gjoka, Principal  
St. Aloysius School  
33 South Avenue  
New Canaan, CT 06840

Re: Building Security

Dear Bardhyl:

As you know Marty Tristine has recently been reviewing school procedures for arrival and dismissal of students at many of our schools. On November 30, 2017, he visited St. Aloysius School to observe dismissal procedures as part of this process. Following are his recommendations which I approve.

Around 2:15 parents began to queue around the school entrance near the 8<sup>th</sup> grade. At 2:30, the security guard opened the door and parents en masse entered the school. Parents proceeded to their child's classroom to take them home. The initial entry was chaotic with parents completely filling the hallway making passage difficult. Once a parent located their child, they then proceeded around the school to exit through the doors opposite the 2<sup>nd</sup> grade, effectively walking through the entire school which gave them access to every room in the building.

I also observed many instances when parents were exiting the school by the 2<sup>nd</sup> grade classroom, where they held the door open for other arriving parents to enter the building at the 2<sup>nd</sup> grade area instead of having them enter by the 8<sup>th</sup> grade where the security guard monitored the door.

Good security mandates that access into the school building must be 100% controllable through designated, supervised or locked entry points. Entry is either granted by supervising staff or by using proximity cards, keys, coded entries, or other devices. No one should be allowed entry into the school without school personnel being able to identify them as being authorized.

I recommend that parents remain outside at dismissal time. Their child will be released to them by school personnel. Parents of 5<sup>th</sup> to 8<sup>th</sup> grade students should wait at the school entrance near the 8<sup>th</sup> grade classroom. Teachers of those classes should release the student once they see that the authorized individual is present to pick up the child. Parents with children in the kindergarten to 4<sup>th</sup> grade should wait outside the 2<sup>nd</sup> grade classroom door. Teachers in those classrooms should release the child once they see the authorized individual is present to pick up the child.

The security guard should be a presence to be sure no one enters the school building. From his position at the 8<sup>th</sup> grade entry point, he should be able to monitor both entry points.

While this is a significant change from the current procedure, the overall security of our students is paramount and the recommended dismissal process will be much more orderly and less chaotic. Any parent who needs to enter the school to see the principal or a teacher must do so by appointment only.

Very truly yours,



Dr. Steven F. Cheeseman  
Superintendent of Schools