



TUSTIN UNIFIED SCHOOL DISTRICT  
**Myford Elementary School**

3181 Trevino Drive  
Irvine, California 91602  
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February 16, 2018

Dear Myford Families,

In light of recent incidents in Florida and around our country, I want to take the opportunity to share some of Myford's safety procedures that are in place and practiced on a regular basis. We are constantly reviewing our plans to secure the campus and ensure a safe environment for students, staff, and families. Some of the procedures we have in place include:

- Securing gates at 8:12 a.m. every morning.
- Requiring all visitors to sign in at the front office and wear a visible "Visitor" or "Volunteer" sticker.
- Verifying all volunteers before they are issued a Volunteer Lanyard.
- Holding fire drills, earthquake drills, and/or lockdown drills monthly.
- Monitoring campus at all times.
- Keeping classroom doors secured.
- Conducting safety training with Irvine PD.
- Partnering with School Resource Officer Phil Walsh.
- Reviewing our site comprehensive safety plan regularly.
- Reviewing District safety plans yearly.

What can you do?

- Maintain up-to-date Emergency Contact Information on the Aeries Parent Portal.
- Stay in touch with Myford communications: Friday Facts, Blackboard Connect, Twitter feeds, Text Alerts (text *follow tusdmyfordmedia* to 40404).
- Exit only through the front office after 8:12 a.m. - do not exit through the gates.
- Make sure your Visitor/Volunteer sticker or Volunteer lanyard is visible at all times.
- Call the office by 8:30 if your child is absent.
- Make sure your voice mail is set up and able to take messages (not full).
- Pick up your children at the gates, not the park (we cannot supervise them there).
- Park only in marked VISITOR stalls – do not park in red zones or in staff parking.
- Make sure visits are purposeful – do not loiter in hallways.
- Invite any unidentified adults to check in at the office.

*"Maximizing student learning and social responsibility with high expectations for all."*

Our hearts go out to the families, educators, and community in Florida. At Myford, we will continue to work together to provide the safest environment for our students to grow both academically and socially.

Sincerely,

Rena Fairchild  
Principal, Myford Elementary

*“Maximizing student learning and social responsibility with high expectations for all.”*