Dear Port Malabar Families,

The safety and well-being of our children and staff are our number one priority. This year, district wide you will find renewed efforts to secure our schools and ensure minimum disruptions on campus. As part of the strategic plan, all Brevard public schools are in process of improving school security and establishing a single point of entry for visitors and volunteers.

Please note the following important information regarding visitor/volunteer sign-in.

- Parents, visitors, and volunteers may visit the school office at any time. It is necessary for you to identify yourself to the school prior to contacting a child or entering school grounds. This is done for the protection of the children, the parents, and the school district.
- All visitors and volunteers must sign in at the front office using a driver’s license or state issued identification.
- Visitors/volunteers must wear the yellow printed badge at all times while on campus. This badge is used one time only and is date sensitive.
- Visitors/volunteers agree to follow rules of good conduct and must adhere to the policies found in the Brevard Public Schools Handbook.
- Visitors/volunteers are asked to return to the front office to sign out and turn in their printed badge when they are ready to leave.

We ask that you follow these guidelines when considering a visit to our school classrooms.

- **Breakfast:** breakfast is “grab and go” format. Visitors are not invited to participate.
- **Lunch:** parents may sign in and eat with their students at our family table located in the lunch room or check them out to eat at one of our picnic tables located out front.
- **Individual Parent/teacher conferences:** must be scheduled by appointment. Parents must sign in prior to going to the classroom.
- **Classroom visits:** schedule in advance with your child’s teacher at his or her discretion.
- **Volunteers:** thank you for your valued service to our school. Volunteers are asked to schedule services with our volunteer coordinator, Kelly Redmond. Redmond.kelly@brevardschools.org
- Volunteers may also work with classroom and grade level teachers for projects that can be completed at home.
- We are working on a fast check for signing in for larger gatherings. All visitors would have to have been signed in once prior to visiting to be eligible. We will schedule opportunities for folks to do this at our Open House on September 6th, 5:30-7:30 PM. You may also come to the front office to complete this task.

If you are interested in volunteering at our schools, please contact Kelly Redmond or visit the district web page under the parent tab for more information.

http://www.edline.net/pages/Brevard_County_Schools

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Cindy D. Whalin, Principal  
Mark W. Mullins, Ed.D., Superintendent  
Phone (321) 725-0070 • FAX (321) 952-5949  

An Equal Opportunity Employer
Fire/Critical Incident Drills

- Brevard Public Schools and Port Malabar Elementary continue to plan and prepare our students and staff for emergency situations. We are working closely with our local Palm Bay Police Department and the County Sheriff’s Office.
- New this year is a wider variety of drill preparations. There are four levels of general emergency procedures:
  - **Secure the Perimeter:** used to protect the building occupants when there is a threat or hazard near the campus
  - **Shelter in Place:** used when the building is seen as a place of safety. Occupants remain in a school building during an event in the immediate vicinity of the campus
  - **Lockdown:** used to protect occupants from potential dangers in the buildings
  - **Evacuation:** used when conditions are safer outside than inside.
- Students and staff will have a clear understanding of safety protocols for each of these emergency situations through ongoing practice drills throughout the school year.
- Parents will be notified approximately one hour prior to the drill via Blackboard Connect text messaging and voice message. Should parents be on campus during a drill, they will participate in the drill as visitors and follow the direction of the staff.

*Increased law enforcement presence on campus*

- In compliance with new state regulations, all Brevard Public Schools will have active law enforcement officers, SRO’s or security specialists present on campus throughout the school year.
- You may notice officers about campus, law enforcement vehicles parked out front, or other increased presence measures. This is for the safety and well-being of students and staff and does not indicate an incident or an emergency has occurred.

Readiness is the key to ensuring the safety of our students and staff. It begins with our core emergency planning team and continues on with practice and drills. We will always do our best to make these experiences practical and as stress free as possible. Thank you for your continued support of our school.

Sincerely,

Cindy Whalin
Principal

Michael Fredenburg
Assistant Principal