



# NORWOOD PUBLIC SCHOOLS

ADMINISTRATIVE OFFICES • JAMES R. SAVAGE EDUCATIONAL CENTER

P.O. BOX 67, 275 PROSPECT STREET, NORWOOD, MA 02062

TEL. (781) 762-6804 Ext. 5819

FAX (781) 762-0229

VOICE/TTY - Use Phone Relay



**JAMES HAYDEN**  
Superintendent of Schools

**ALEXANDER WYETH, Ed.D.**  
Assistant Superintendent for Curriculum,  
Instruction & Assessment

December 2015

Dear Norwood Public School Parent:

In light of recent national and world events we wanted to reissue our letter that reviews many important routines that are designed to make the classrooms and school function safely and efficiently. We place the highest priority on protecting the safety of our students and employees. It is imperative in emergency situations that everyone knows what to do, and with that purpose in mind, we practice various emergency scenarios throughout the school year. The dates and times of these safety drills will not be announced. You will only be notified if there were a real emergency through our Connect-Ed automated telephone/e-mail system.

Our Norwood Public School Crisis Response Plan includes the following elements:

- A detailed plan, coordinated with the Norwood Police Department and State and Local agencies, with procedures for protecting the welfare of students and staff during an emergency event.
- District and School based Crisis Teams trained for emergency and mental health crisis response to students, parents and staff.
- Site-based Crisis Plans include drills for Fire Drills, Lockdowns, Weather Emergencies, Shelter-In-Place, Evacuations and for other potential emergency situations.
- School-based and district-wide health services integrated with community health and medical resources.
- A reunification site (St. Timothy's Parish, 650 Nichols Street) to reunite parents and students if off-school site evacuation is necessary. All community media outlets, the in-district website and the Connect-Ed phone/e-mails system will communicate site reunification immediately after the confirmation of need to move the children from their school.

Parents are a very important part of the plans to protect our children. You can assist your school, the police and fire personnel in the protection of your child and others by remaining calm and following the steps outlined below.

### **Before A Crisis**

- Have a family crisis response plan for any type of serious incident (not just school issues). Include where to meet, organize emergency supplies, talk about ways to remain calm and who you can go to for help when needed.
- Make sure the school has **updated contact information** including e-mail addresses, phone numbers, your child's current medical history, and contact names for dismissals.
- Discuss with your child school rules for fire and other emergency drills. Impress upon your child that they should take these practice drills seriously.
- Teach your child to listen carefully, stay with school staff, and follow their directions.
- Tell your child not to try to contact you by cellular phone or land line, thus allowing communication channels to remain open for emergency responders.
- Tell your child that you will watch for information from the Norwood Schools and Police Department as to where and when you and your child can reunite.
- Assure your child that the school staff will follow procedures to keep them safe.

**During a Crisis**

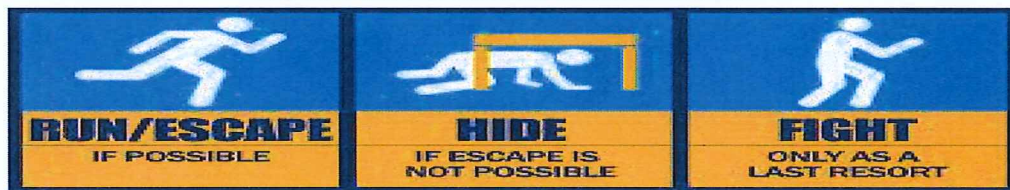
- Stay calm and do not come to the school so emergency responders can complete their mission.
- Keep phone lines free so school personnel and emergency responders can communicate with each other. Listen for information from the Norwood Public Schools over TV, radio, or the Connect-Ed phone/e-mails system to help you reunite with your child in an orderly and safe manner. NPS website is [www.Norwood.k12.ma.us](http://www.Norwood.k12.ma.us), Facebook (<https://www.facebook.com/pages/Norwood-Public-Schools/474821515980898>), and Connect-Ed telephone and e-mail notification system calls you through the numbers you supply on the Emergency Form.
- Bring legal identification (driver’s license or passport) to the designated reunification site (either your school or St. Timothy’s Church).
- For the safety of your child, students will not be released to anyone who is not listed on the Emergency Form or has no identification.

**When You Reunite with Your Child**

- Be as calm as you can and let your child know you will protect them.
- Listen to your child and watch for temporary changes in behavior like being clingy or angry, having trouble sleeping, acting younger, or acting scared.
- Seek assistance for negative behavior changes that persist after two weeks. Consult your family doctor, school counselor or community health agencies.
- Keep in contact with your child’s school, they will provide recommendations from community experts.

This year we have added a video training component for our teachers and students outlining the steps one should take should an intruder enter our buildings and classrooms. It has been shown to all faculty members and will be used with Middle and High School students for whom the video is appropriate. This video can be viewed on the Norwood Public Schools’ website under the District tab and selecting “What’s Happening in Our School!” (Video on Demand) tab at the bottom of the page.

**THINK FIRST! CONSIDER YOUR OPTIONS.**



We appreciate your efforts to do all you can to help us protect your child in an emergency, and we will do all we can to continue training and awareness activities throughout the school year. Please feel free to contact your school principal or myself with any questions you might have.

Sincerely yours,

*James Hayden*  
James Hayden  
Superintendent of Schools

*William Brooks*  
Chief William Brooks  
Norwood Police Chief