

Gemini Elementary School

2100 Oak Street
Melbourne Beach, FL 32951-2854



Dear Gemini Family,

Through numerous discussions with Gemini's staff, parents, district personnel, Melbourne Beach Police Department and Brevard County Sheriff Department, we continue to add layers of security for our great school. While we have outstanding safety policies and procedures in place, we need to be proactive in improving our current practice. Please remember that new practices and procedures are not convenient but are what is necessary to protect our precious children and valued adults. Our teachers are talking with students about safety and how our new procedures may look and feel different for them.

Effective Monday, February 26th, our teachers and staff members are enhancing security measures.

- All exterior perimeter doors and interior classroom doors will be locked at 8:00am. Please be aware of this and minimize any items (homework, binders, etc.) being brought into the office for classroom delivery. Our goal is to minimize loss of instructional time due to interruptions of opening the classroom doors.
- Students will have specific library book checkout times for their grade level as our media center will also be locked.
- Two of our four cafeteria doors will be locked at all times. The other two doors will be locked but propped open for entry and exit.
- Adults will escort students between our 6th grade and main building during school hours as all exterior doors are locked.
- **Before and aftercare will continue their current practice.**

Effective Monday, March 5th, all visitors and guests must sign in at the front office to enter our school. **This includes before school, during school and after school hours, 7:30am – 3:30pm.**

- Please have your driver license out and ready to scan to speed up the process.
- Parents will only be permitted to walk their child(ren) to the classroom door in the morning if they have signed in the front office and receive their visitor badge.
- Parents not wanting to or having the time to sign in may walk with their children up our sidewalk to a certain point. There will be cones and signage indicating "students only" beyond this point.
- **Before and aftercare will continue their current practice.**

We continue to conduct our monthly evacuation practice drills. We are working with MBPD for a scheduled lockdown drill. As always, we handle all of our drills with the utmost sensitivity and provide our students with safety knowledge to protect them. Your continued support during this transition is greatly appreciated.

Jennifer Julian, Principal
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