



WINBURN MIDDLE SCHOOL

Winburn Middle School, working in partnership with our students, families, and community, shall ensure that every student has the skills to build a strong social and academic foundation in order to transition into a successful high school student and responsible member of the community.

Mike Hale, Principal
Patrick Keeney, Administrative Dean

Stephanie Green, Associate Principal
Brandon Wilburn, Administrative Dean

December 9, 2019

Re: School Safety/Vestibule Changes January 2020

Part of Superintendent Caulk's 10 Point Safety Plan includes ensuring all school buildings in the Fayette County School System have a secure vestibule for visitor entry into each building. Several buildings in the district do not have a vestibule yet including Winburn Middle. We recently learned that construction on ours will begin Monday December 23, 2019 and will take 6-8 weeks to complete. During construction, the front entrance to the building will have limited access during the day for visitors. The following changes will be implemented beginning January 6, 2020:

- *Please refer to the map for clarification on the locations mentioned below.*
- **Arrival** - ALL students must enter the building through the doors by the bus lot. Students should use the door that corresponds to the hallway where their first period class is located. Car riders will still be dropped off at the front sidewalk each morning.
- **During the Day** - Visitors to WMS between the hours of 8:35 and 3:55 will have limited access to the front office via the side door of Student Support. Signage will be in place for visitors during the time of construction. The receptionist, attendance clerk, and registrar will all be located in the student support section of the front office during construction.
- **Dismissal** - Dismissal will remain unchanged.
- **Extra Curricular Activities** - Please use the bus lot to pick up students after school that are staying for activities.
- **Parent/Visitor Parking** - Parking directly in front of the main entrance will not be permitted during construction. Parking in the bus lot is also prohibited during construction. Visitors will need to park alongside the front sidewalk and enter the building using the Student Support entrance.
- **Staff Parking** - Parking directly in front of the main entrance will not be permitted during construction. Staff will use designated parking spaces located in the side parking lot.

Regards,

Mike Hale
Principal
Winburn Middle School

