

February 6, 2008

Dear Families,

Our school has received a new security system, and this new system will affect parents, students dropped off in the morning, and other guests who visit us during the day. The updated security system includes an intercom, cameras that are mounted outside the front entrance and elsewhere in and around the building, and a computer monitor that is mounted inside our front office. These components will allow guests to speak with our school secretaries before entering the building.

The security system will automatically lock all of the school's exterior doors. Doors will be unlocked between 7:20 a.m. – 7:35 a.m. and 2:20 p.m. – school activities have ended.

We ask that guests follow the procedure outlined below when visiting us during the school day:

1. Guests must use the front entrance and press the intercom button that is mounted on the front entrance door frame.
2. When a guest presses the intercom button, a phone will ring in our front office. Either Mrs. Johnston or Mrs. Bessetti, our school secretaries, will answer the phone and welcome the guests.
3. Guests should then identify themselves and explain the reason for their visit.
4. One of our secretaries will then unlock the door, allowing the guests to enter the building.
5. Guests should then follow our previously established procedures, including signing in at the front office and receiving a visitor's badge.

Students who are dropped off will not be permitted into the school until 7:20 a.m. The lack of supervision in the building prior to this time creates liability and safety issues.

Our new security system will become operational on Monday, February 11, 2008. If you have questions or concerns about the security system or our new procedure for visiting during the school day, please feel free to contact us at (814) 824-3400, extension 4560.

Thanks for your continued support.

Sincerely,

Douglas McGarvey
Principal

Thomas Podpora
Assistant Principal