

North Montgomery Community School Corporation

Lester B. Sommer Elementary School



March 1, 2013

Dear Parent(s) or Guardian(s),

The NMCSC continues to look for ways to enhance the security and welfare of our students and staff. As part of this practice, we will be implementing a new security system at Sommer Elementary as part of our ongoing efforts to ensure student safety.

Beginning on Monday, March 4th, all exterior doors will be locked. During the morning arrival of students, staff members will greet students being dropped off at school between 7:40 a.m. and 8:00 a.m. and assist them into the building. After 8:00 a.m. all exterior doors will be locked and visitors will be required to ring the doorbell at the front entrance. The doorbell will be located to the left of the doors at the blue entrance. Every visitor (parents, volunteers, community members, etc.) will be required to ring the doorbell at this front entrance and the office staff will use a visual monitoring system to allow entry through the single door on the left. Visitors will be required to report directly to the office and sign in and obtain a visitor pass. If our staff does not recognize you, you will be required to show identification with a picture id. Please understand that with nearly 300 students and twice that many parents or guardians, most parents will be asked to show identification. This will assist us in knowing who is in our building at all times throughout the day. We also ask that all visitors sign out when leaving the premises.

After school pickup procedures will incorporate our new security procedures if you arrive prior to 2:30 p.m. If you wish entry to the building before staff is available to greet you at the door you will need to ring the door bell, identify yourself and give the name of your student. You will be buzzed in and can wait in the lobby area for staff to release your child at dismissal. You will be asked to sign your child out as before. In order to protect your child, students will only be released to parents and/or other adults listed on the emergency information sheet unless a note or phone call is received with additional specific information. Please be sure your emergency contact information is current and accurate.

We need your help and cooperation for our system to work effectively. Our office staff is handling multiple tasks. Though they will work diligently to help you into the building as quickly as possible, there may be a short delay until someone can view you on the monitor and allow you to come in electronically. There are times during the day when office personnel are on the telephone, addressing student concerns, or in the copy room; there are other times when only one person is in the front office. Please help our staff by identifying yourself and provide your child's name.

In addition, prior permission must be obtained from teachers and building administrator before visiting teachers and teachers' classrooms. This will further assist us in our safety efforts and also minimize disruptions to the learning environment. **Please know that we welcome and encourage classroom visits by parents and this in no way is meant to be a deterrent to visiting classrooms.** We also encourage all parents to have their children come to school and return home on the bus and to remain in school for the entire school day. The beginning and ending of our school day are also important instructional times and therefore we want all our students to reap the benefits of full participation.

Keep in mind that we strive to do all we can to provide a safe learning environment for your child. These procedures may over time be revised as necessary as we test the system's effectiveness. Sommer Elementary is the first of our elementary schools to participate in this new security system. We value your feedback and look to you for support as we implement this valuable safety initiative.

Best regards,

Suzi Gephart

Suzi Gephart, Principal

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