



September 4, 2008

Dear Parents:

We take school security and the protection of your child very seriously. **With safety in mind, we have implemented several measures to increase our school's security.**

The U.S. Department of Education guidelines for school security recommends limiting school access points and implementing a visitor control system. In response, we have implemented a visitor control and tracking system called Complete Campus Security System (CCSS). This system includes easy-to-use custom software (donated by Ident-A-Kid) residing on a laptop at the front desk that takes each visitor's photo and prints a visitor badge.

When you visit, go to the laptop, click on the appropriate visitor reason, and type in your name and reason for visit. Then click print to take a photo for positive proof and print a visitor badge. Please wear this badge at all times. When you leave, return to the laptop, click the log-out box and click on your name. If you need assistance with this system, please feel free to ask anyone in the office.

Although this system might take you an extra minute or so, it will help keep our school safe.

Sincerely,

Jacqueline Jordan
Principal