



# COMMUNITY CONSOLIDATED SCHOOL DISTRICT 62

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DR. JANE L. WESTERHOLD, SUPERINTENDENT

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March 2, 2007

Dear Parents/Guardians,

The District 62 Board of Education is committed to providing the safest possible learning environment for our students and staff. Although we cannot always prevent emergencies, there are many things we can do to be better prepared as a school community. Last year, the Multi-Hazard Crisis Response Committee was organized to review existing policies and procedures regarding safety in our schools. This fall, the committee focused on procedures for both staff and visitors to ensure a safe and positive learning environment. As a result, it was determined that exterior doors, with the exception of the front entrance, would be locked and not used by parents and visitors. **However, in order to make our schools even safer, beginning April 2, all doors, including the front doors, will be locked.** Our front entrance door security system will include both a buzzer and a video camera that will allow school office staff to see visitors and “buzz” them in once they are identified.

All parents/guardians are asked to follow these visitor procedures during school hours (8:00 a.m. - 4:00 p.m.):

- Ring buzzer at the front door. After identifying yourself, you will be buzzed into the building.
- Sign in at the office and receive a visitor badge.
- Sign out when leaving the building.
- Parents/guardians and visitors will not be permitted to enter through any doors other than the front door during the school day, including arrival, lunch, and dismissal.

We thank you in advance for your cooperation in working together to provide our children with a safe and positive learning environment.

Sincerely,

A handwritten signature in cursive script that reads 'Jane L. Westerhold'.

Dr. Jane L. Westerhold  
Superintendent of Schools