

MOUNT SINAI SENIOR HIGH SCHOOL

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Deena Williams-Timo, Ph.D.
EXECUTIVE DIRECTOR OF
EDUCATIONAL SERVICES

October 22, 2013

Dear Parents/Guardians:

The purpose of this letter is to inform you that **new visitor identification procedures including a new building access control system** will be implemented throughout the school district beginning **Monday, October 28, 2013**. This system will allow each school building to consistently and accurately validate and update all visitors' identification during school hours.

The access system is located in the greeting area at the main entrance of each school. Visitors must present themselves at the main entrance, ring the bell and wait to be acknowledged by the receptionist. Once acknowledged, the visitor will be asked to state his/her full name and the nature of the visit through an intercom system. Once entry is granted, the visitor will enter the vestibule area and be required to present valid photo identification to the receptionist. A driver's license is the preferred form of identification, however any government issued or other photo identification will be accepted.

The identification provided will be uploaded to a database, which will record the date, time and purpose for the visit. The receptionist will then take a photograph of the visitor that will be printed on a *badge identification pass* for the visitor to display during his/her visit. Once issued, the visitor will be granted access to the building. The badge must be clearly visible at all times while in the building and returned to the receptionist at the conclusion of the visit. Although a visitor's initial visit may take a few minutes to process, all previous visitors' information will remain in our database. Therefore, subsequent visits will be expedited swiftly.

Thank you in advance for your anticipated cooperation and patience while the new system is implemented in order to further support a safe learning environment for our students, staff and visitors. As always, if you have any questions, please feel free to contact me at (631) 870-2803.

Sincerely,



Robert M. Grable
Principal