

March 9, 2018

Dear Parents and Guardians,

The District has completed the installation of security vestibules on all elementary campuses to enhance safety and security. We would like to take a moment to share with you some changes in security protocols as a result of these additions. A new visitor management system was installed to enhance our security features on campus. The new vestibule and management system is intended to assist in keeping our students and staff safe. Along with the new improvements, we have also made changes to our visitor procedures. We understand that changes in our visitor protocol are more tedious than previous procedures, and may take longer than usual to gain access into the schools. However, we are hopeful that our visitors will recognize the importance for the District to remain cautious and proactive in these matters. We are asking all parents and guardians to be patient with our staff as this process is an adjustment for them as well. We have full confidence in our staff's ability to diligently implement the new procedures and assist you during your visit. We encourage and continue to welcome your presence at our schools, and hope you will find these enhanced security measures serve the best interest and welfare of our students.

**Expectations for Parents and Visitors – Effective Monday, March 19, 2018:**

- All visitors will enter the school through the front entrance vestibule.
- No visitors are allowed to enter the building with students upon arrival unless they check-in and receive a visitor's pass from the front office. A staff member will be located in the entry area vestibule to ensure compliance.
- All visits to the school will be made by appointment. Exceptions must be approved by campus administration.
- All visitors will enter the vestibule and access the intercom button, state their name, purpose of their visit and specify with whom they have an appointment.
- Visitors will be required to show photo identification to check-in utilizing the visitor management system. Acceptable forms of identification include: driver's license, Military I.D., passport or other state or government issued photo I.D.
- The visitor will be issued a visitor's pass to be affixed to their clothing on the upper chest/shoulder area clearly visible while inside the building. Failure to wear the visitor's pass may result in the visitor being asked to leave the campus.
- Visitors are prohibited from holding the door open for others behind them. Each visitor must be acknowledged individually through the intercom push button system.
- Parents/Guardians picking up their children early must notify the office in writing prior to dismissal. If it is an emergency, please contact the front office.



## Police Department

Parents, please continue to contact us with your questions, concerns or suggestions. We thank you in advance for your cooperation and continued support as we work together in keeping the Beaumont Independent School District safe.

Sincerely,

Joseph Malbrough  
Chief of Police  
Beaumont ISD

Cc: Dr. John Frossard, Superintendent  
Dr. Anita Frank, Assistant Superintendent for Elementary Administration