

# OXHEAD ROAD ELEMENTARY SCHOOL

144 Oxhead Road  
Centereach, NY 11720  
(631) 285-8700  
Corinne Seeh, Principal

Middle Country Central School District  
8-43<sup>rd</sup> Street  
Centereach NY 11720

Dr. Roberta A. Gerold, Superintendent  
Francine McMahon, Deputy Superintendent for Instruction  
Herbert B. Chessler, Assistant Superintendent for Business  
James G. Donovan, Assistant Superintendent for Human Resources

March 2018

Dear Parents/Guardians,

In order to provide the safest of environments for the students in MCCSD, there are numerous security protocols in place and more will be added. We ask for your continued partnership as we continue to maintain a secure and safe building. From this point forward, **ALL** adults, even frequent visitors, entering **EVERY** MCCSD school **MUST present ID** before final entry to the building. Please do not mistake our new procedures listed below as an impersonal welcome to the building. Safety must be our first priority.

1. Please take out your ID **prior** to coming to the door to expedite this procedure.
2. Ring the bell/intercom to the far right of the main entrance doors.
3. When asked, please state your name and purpose for coming to the school.
4. Upon hearing the buzzer, please enter into the security vestibule through the far right door, marked "Visitor Entrance."
5. Once you have been granted access to the security vestibule, pass your ID to the greeter through the opening in the glass to the far right.
6. Once visitors are verified, they will be buzzed into the main lobby to conduct their business.
  - o The adult picking up the child **must be listed on the emergency contact card or a note sent to the school before dismissal.**
  - o Visitors who are helping with school or classroom events will need to sign in, and report directly to the location of the activity. You must remain in that area and may not wander through hallways and/or visit other classrooms.

When you are visiting, please **do not ever allow anyone to enter the building as you enter** through the doors. Door holding is polite, but it can also be a security risk.

If you are dropping off a late student, he/she may enter by him/herself by ringing the bell and coming in through the visitor entrance to the far right.

I hope that you understand, that that we will continue to foster strong home-school connections, however these procedures are a necessary part of our new reality.

Sincerely,



Corinne Seeh  
Principal

Oxhead Road Elementary School