



District Office
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Dear Parents/Guardians, Students, Staff, and Community members,

In an effort to keep our schools safe and secure, the St. Johns Public School District will be implementing a new **Entry Door Access Protocol** at all of our schools effective immediately.

Please note the following:

- At the buzzer, it is expected that all visitors, including parents/guardians will state the purpose of their visit and/or specify with whom they have the appointment.
- The visitor will be buzzed in and must present themselves to the school office, immediately upon entry.
- **Visitors will be required to show photo identification**, and sign in to obtain a visitor's pass to enter the building beyond the office.
- **It is imperative that visitors do not hold the door open for others behind them. Each visitor must be acknowledged individually through the buzzer system.**

We know that this protocol is more stringent than past practice and may inconvenience our visitors who are always welcome in our schools. We are saddened by the need to employ this protocol, but the safety of our students and staff must remain our priority. If you should require clarification regarding the protocol, please contact your building principal. He/she will be happy to answer your questions to ensure your full understanding and adherence to our procedures.

Thank you for your partnership in promoting an even safer school environment.

Sincerely,

A handwritten signature in black ink, appearing to read 'Mark Palmer', is written in a cursive style.

Mark Palmer
Superintendent