

# Dayton Avenue School

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**JOSEPH A. STEIMEL**  
*Superintendent of Schools*



**SHELITA WATKIS, PH.D**  
*Principal*

January 12, 2024

Dear Parents and Guardians,

I would like to take this opportunity to share with you some enhancements to our security procedures. Our security booth is now in place and will become functional on Tuesday, January 16, 2024. The addition of the booth helps us to strengthen our current practices to promote a safe learning environment. Below is an overview of updates to our practices that you should be aware of.

- The security booth will be staffed on all school days starting at 7:20 AM. They will remain staffed until 3:20pm.
- Our gates will close at 8:30am, which is the start of our student day. Parent drop offs after 8:30 am will be subject to entry procedures at the security booth
- During the school day, security manning the booths will have all entrance gates closed and we will screen all visitors who wish to enter the campus for authorized visits. Visitors will use the inner lane marked "Visitors" to enter our campus
- Authorized visits include scheduled appointments, dropping off of student personal belongings, and picking up/dropping off of students
- Unauthorized vehicles will be directed to turn around before the entrance gate
- Security monitors will check-in all visitors to the campus, please ensure that you have identification when visiting our school
- Vehicles not authorized to enter school grounds will be directed to exit school grounds at the turn-around prior to the entrance gate.
- We will continue to use the same procedures for visitors who need to enter the building.
- Parents who are picking-up a child or dropping off items will be directed to the appropriate visitor parking area and will enter the main entrance vestibule only.
- Authorized persons who have a need to enter the school will be directed to the appropriate visitor parking area.

I look forward to your continued support as we implement these new procedures.

Sincerely,

A handwritten signature in black ink, appearing to read "Dr. Watkis", written over a horizontal line.

Dr. Watkis

Principal

**Eastport-South Manor Central School District**

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