

ADDISON-RUTLAND SUPERVISORY UNION

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August 14, 2018

Dear Parents and Guardians,

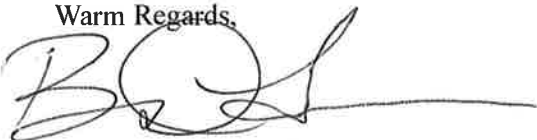
Safety and security of our staff and students is our number one priority. To this end we have developed new visitor (parents included) security procedures throughout our buildings. We know that some of you may find these inconvenient, but I am sure you will join us in the belief that the safety of our students comes before convenience. We still hold with the belief that the parents and community are vital to success of our schools and encourage participation. However, we need to put increased parameters in place to further ensure for the safety and well-being of all.

ARSU Visitor Procedure

- No visitors/parents are to enter the building with students during arrival. Exceptions may be made during the first couple of weeks of the school year for our primary age children. All visitors/parents to our schools are strongly encouraged to have an appointment to enter the building. Entry may be denied without appointment.
- All visitors/parents will need to access the building through the main entrance and use the buzzer. It is expected that all visitors will state the purpose of their visit and/or specify with whom they have an appointment.
- If the visitor/parent is buzzed in they must present themselves to the main office immediately upon entry.
- Visitors/parents may be required to show photo identification, and will be required to sign in to obtain a visitor's pass.
- It is imperative that visitors/parents do not hold the door open for others behind them. Each visitor must be acknowledged individually through the buzzer system.
- Upon entry, visitors/parents will then be escorted to their point of contact OR their point of contact will be asked to come to reception to receive the visitor. The contact will then be responsible for them while they are on site.
- Visitors/parents are not to enter the building during dismissal. If you will be picking your child up early, you must notify the office in writing prior to dismissal. If it is an emergency, call the office to notify the school.
- Front Office administrative assistants will be required to call 911 and notify school administrators if a visitor is uncooperative, does not adhere to the procedures, or becomes threatening.

For the specific questions regarding your child's building please contact the building principal.

Warm Regards,



Brooke Olsen-Farrell
Superintendent of Schools