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**Dr. Frank Ranelli**  
Superintendent of Schools

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Dear Parents and Guardians:

With the beginning of a new year upon us, it's a good time to review safety and security procedures in our schools. Safety and security is our first priority, and we've taken many steps to make our schools safe for our students and staff. Some of our practices are very visible – such as our safety officers at every school. Other tools and practices you may not be aware of, such as our ability to instantly communicate with police and lock down our buildings.

I address the district's safety and security plan in depth in the latest [Let's Be Frank](#) podcast. You can also download [Safety, Today and Tomorrow](#), a brochure that details how we keep our schools secure, and how parents can contribute to safety.

Some ways you can contribute are the following:

- Please do not enter the building during arrival or dismissal unless you are going to the main office.
- Make sure you have your ID when you visit or pick up at your child's school.
- Be prepared to display your ID to our security camera or present to a staff member when requested.
- Make sure you are individually buzzed in — do not hold the door for anyone else.
- Young students may only be released to individuals listed on their Genesis student account or a parent's handwritten note. Anyone picking up your child should be prepared to present ID.
- Inform school staff about student safety concerns raised by your child or found on social media.
- Know your school's emergency and safety procedures and talk to your child about their importance.

Thank you so much for your support of our safety procedures, and should you have any questions about your school's safety and security procedures, please feel free to contact me, Director of Administrative Services Colleen Pongratz, or your building principal.

Best regards,

**Dr. Frank Ranelli**  
Superintendent of Schools