

Dear Arno Families,

We'd like to address a few items specific to the installation of the new Buzzer Security System here at Arno as we are planning for a **November 26** implementation date. In putting this system to work, there will be several changes to our Main Office operations:

- 1) The doors will only be open from 8:20-8:30 to allow for students to enter the building, the main office area doors will be locked starting at 8:45
- 2) In order to enter Arno at the main entrance after 8:45, you must push the buzzer, speak with the secretary, and they will unlock the door to allow you to enter.

Reasons to enter the building include:

- Picking up your student early
- Dropping off a cell phone, money or medication
- Pre-arranged meeting with a teacher or other staff member

Please have picture ID ready to show the buzzer camera before gaining entry. **Note that we no longer have a public restroom available.**

- 3) There will be a new cabinet located just outside the main office door where you will be able to drop off forgotten or other needed items for your student here. We just ask that you put a note with their name and grade on the item (supplies will be in the cabinet). Please do not buzz the office to let us know that you are dropping something off, this is not necessary. We will call students down for these items.

- These items will be collected and brought inside for distribution
- Items to be dropped off outside include: lunches, homework, books, water bottles, permission slips, shoes, etc. **(no money, phones or medication)**
- Entry into the building to drop off these items will no longer be the procedure

While we feel comfortable with this new system, we do anticipate a few growing pains as parents, students and staff become accustomed to using it routinely. We ask for your patience as we balance the primary needs of our students with those of our staff and parents, both in person and on the phone.

The bottom line for implementation of this system is an added layer of security for our students and staff, and we know that our parents will work with us as we incorporate it into our daily routine. There may be changes made quickly, further down the road, or none at all as we find out what works best and most efficiently. And while every building within our district has this new buzzer system, the procedures here at Arno may differ slightly from other buildings.

Again, we appreciate your patience and cooperation as these new procedures go into effect on Nov. 26th.

Thank you,

Mr. Zielinski, Principal