



# WESTERN WAYNE SCHOOL DISTRICT

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*The Western Wayne School District will work for excellence... for everyone... in all things ...always.*

**CLAYTON S. LACOE III, Ed. D.**

Superintendent of Schools

**PATRICK SHEEHAN**

Assistant Superintendent

**ROSE E. EMMETT**

Business Manager / Board Secretary

August 22, 2014

Dear Parent/Guardian,

The Western Wayne School District strives to provide the safest, most secure facilities for our staff and students. After ongoing evaluations of school safety and security protocols as well as on-site evaluations conducted by Pennsylvania's Office of Homeland Security and the Pennsylvania State Police, the district will be requiring government-issued photo identification for all visitors to the Western Wayne Middle and High Schools beginning August 27, 2014.

Through the use of grant funds awarded to the Western Wayne School District by the Pennsylvania Department of Education's Office of Safe Schools, the district was able to purchase a visitor management system. The electronic visitor management system scans a visitor's driver's license or other government-issued ID and compares the information to a database of registered sex offenders throughout the United States. The system also creates a database of visitors at each school.

For anyone wishing to visit either the Middle School or the High School, the procedures below will be followed:

- Upon arrival at the school, visitors must proceed to the office where they will provide the receptionist with a government issued photo identification.
- The receptionist will scan the photo identification into the visitor management and identification software system.
- The visitor will receive a temporary visitor pass which will include their name, photo, date, time, and location of visit. The visitor badge must be worn at all times while in the building.
- The visitor must return to the office to check out when s/he is leaving the building. The badge will be collected and discarded at that time.
- In the event that the database indicates a "match" to that of a registered sex offender, the building administrator and School Police Officer will be notified and determine next steps.

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The Western Wayne School District is an equal opportunity educational institution and will not discriminate on the basis of race, color, national origin, sex or handicap in its activities, programs, or employment practices as required by Title VI, Title IX and Section 504.

- In the event that the database indicates a “match” to that of a registered sex offender, and if such visitor is a parent/guardian, the building administrator and School Police Officer may determine whether the individual will be granted limited access to the school and be supervised at all times by the School Police Officer.
- If a visitor does not have photo identification the building administrator will determine whether the visitor will be granted limited access to the school under the supervision of the School Police Officer. The following minimum information must be given to the receptionist:
  1. Full legal name
  2. Address
  3. Date of Birth
- Failure to provide the required information will cause the visitor to be denied access to any school buildings. Scheduled visits in this case may be rescheduled to a later date once the identity of the visitor can be verified.
- Bags and parcels brought into school by a visitor may be searched at the discretion of the building administrator and/or School Police Officer.

It is our intent to provide an additional level of security to our students and staff during normal school hours. We also intend to add both the Robert D. Wilson and EverGreen Elementary Schools to this system at some point in time during the 2014-2015 school year. Your understanding and cooperation with this additional security measure is greatly appreciated. Should you have any questions or concerns, you may call either the Middle School or High School principals or me.

Sincerely,



Clayton S. LaCoe, III, Ed.D.  
Superintendent of Schools

CL:sr

Cc:file

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