

# EASTPORT ELEMENTARY SCHOOL

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JOSEPH A. STEIMEL  
*Superintendent of Schools*



THOMAS FABIAN  
*Principal*

January 12, 2024

Dear Eastport Elementary School Parents/Guardians:

We are excited to share some important news regarding enhancements to our school's security measures. At Eastport Elementary School, ensuring the safety and security of your children is our top priority. With this goal in mind, we have recently implemented a state-of-the-art security booth at the school's entrance and introduced several new safety procedures. These initiatives are designed to further strengthen our commitment to providing a safe and nurturing environment for your children to learn and thrive. Please review this letter for an overview of the specifics regarding these security enhancements.

- The security booth will be staffed throughout the entire school day and access to the **parking lots along Tuttle avenue will be restricted after 8:50 am** and re-opened at 3:00 pm for parent drop-off/pickup
- **Student drop-offs after 8:50 am will be subject to entry procedures at the security booth**
- The security booth gates will be closed during the school day
- Visitors should use the "inner" lane to access school property
- Security monitors will check-in all visitors to the campus for authorized visits. Please ensure that you have identification when arriving at the school. Authorized visits include scheduled appointments, dropping off of student personal belongings, picking-up/dropping-off of students
- Unauthorized vehicles will be directed to exit the school grounds before the entrance gate
- Once visitors are cleared through the security booth, they will be subject to the same internal procedures that we currently employ to access the building
- Security booths will be equipped with license plate reader software
- Security gates will be open during non-school hours
- On some occasions (e.g. field day), alterations to this procedure may occur at the discretion of the building principal

Thank you for your support. Your continued partnership in safeguarding our school is greatly appreciated and we look forward to working together to keep our school a safe place for every child.

Sincerely,

Thomas Fabian  
Principal, Eastport Elementary School

**Eastport-South Manor Central School District**

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