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**SAM JARMAN, ASSISTANT SUPERINTENDENT  
EDUCATIONAL SERVICES AND K-12 SCHOOLS**

## MEMORANDUM

**TO:** All District Employees  
**FROM:** Rob Smith and Sam Jarman, Assistant Superintendents  
**DATE:** January 8, 2015  
**SUBJECT:** School Safety Guidelines

To provide continuity and consistency across the district, the following guidelines are being emphasized beginning the 2015-16 school year:

- All employees are asked to wear an ID badge or clothing that will easily and positively identify them as employees of Alpine School District. School principals and district department heads will work with their employees to determine what identifier will work best for their particular setting.
- A positive identification will be necessary between parents/guardians and main office personnel when checking students out from the school.
- All visitors will be asked to check in at the school main office to receive an identifying badge that indicates they are approved to be in the building. Unidentified adults in a building will be approached by school staff and given necessary assistance.
- To restrict elementary school building access, all doors will be secured during school hours except the main doors. This will help direct visitors and others who have school business to the main office.

Schools and departments are encouraged to begin this process of increasing school safety measures at any time between now and the beginning of the next school year.

Dr. Vernon M. Henshaw, Superintendent  
John C. Burton, President, JoDee C. Sundberg, Vice-President  
S. Scott Carlson, Brian H. Halladay, Wendy K. Hart, Paula H. Hill, Deborah C. Taylor