



# Sauganash Elementary School

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**Christine Munns, Principal**

**Sean Kennedy, Assistant Principal**

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August 21, 2018

Dear Parents & Guardians,

As we embark on another school year, we would like take this opportunity to touch base with everyone as a reminder of things we do here at Sauganash School to keep our students safe.

- All of our doors are locked at all times.
- Any visitors must enter the main entrance, sign in and obtain a visitors pass.
- We close our gate during recess or during any outside activities.
- Recess is monitored by school employees.
- We continue to conduct all our safety drills (i.e. fire, lockdown, tornado, etc.) on a regular basis.
- Our school is monitored by cameras that are accessible to security, administration, as well as the CPS Safety and Security department.
- All classroom & office doors securely lock with their own specific key.
- Each classroom room number has been labeled from the exterior of the building
- Sauganash Safety Team meets regularly to discuss procedures and improve practices.

We make it a point to get to know our Sauganash School parents, however, please do not be insulted if we ask for an ID or when ringing the school doorbell, we ask you to state your full name and nature of visit. When leaving our school, please exit the main entrance and please do not hold the door open for anyone coming in. If you see something that does not look right either in school or school grounds, please do not hesitate to report it to us.

Keep in mind that school safety is a shared responsibility and we must all work together to ensure we have a safe place for everyone. As always, the safety of our students is our highest priority.

Sauganash Safety Team