

# JAMES L. COBLE MIDDLE SCHOOL

MANSFIELD ISD

August 23, 2011

Parents,

I want to thank you for the support you have shown us. You are very much appreciated. I'd like to take this opportunity to share some information with you about our hours of supervision, and our campus security.

I want to make sure parents and students are aware of our hours of supervision. Our teachers are on duty and available to supervise students between the hours of 8:15 am and 4:15pm. Students will not be permitted in the building before 8:15 am unless they are involved in extra-curricular activities. If you drop the students off before 8:15 am and pick them up after 4:15 pm, they will be outside and unsupervised. We do not want your children to be unmonitored, so please make arrangements to drop them off and pick them up at the appropriate times.

During the day, campus security procedures are in place to protect your children. Our doors remain locked during the school day with the exception of our front entrance which is open 8:15 am and locked at 4:15pm. We have a MISD police officer on campus who checks our doors regularly throughout the day. **All** visitors are required to check in at the front desk. Each visitor's identification is scanned through a system that runs a background check and keeps a record of the visit. All visitors are **escorted** by an adult to their destination. After a visitor's business is completed, the visitor is escorted back to the office and is signed out. Teachers are instructed to stop anyone who is not a MISD employee, or is not being escorted by an MISD employee and bring them to the office. Your children's safety is of the utmost importance to us.

Sincerely,



Charlotte S. Ford, Ph.D  
Principal



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