

February 5, 2013

Dear Parents & Guardians,

Buffalo Public School wants to be proactive in protecting your child during school hours. Due to the increase in school violence in the State of Oklahoma and throughout the United States, we will change the protocol for visitors attending the school during school hours.

These new procedures will take effect on Monday February 11, 2013 and go through the current school year. We will readdress the procedures before the start of 2013-2014 and let you know of any changes prior to the start of school on August 20, 2013.

All visitors wishing to see teachers or students during school hours will need to check into the main office and receive a visitor pass. The west entrance of the school will be open for you to enter, all other doors will be locked. If you need to go into the east elementary building, you will need to receive a visitor pass from the main office.

You will not need a visitor pass before school starts or after school to enter the building. All school activities such as; Christmas program, Veteran's Day, spring concert, sporting events, and etcetera will not require a visitor pass.

Bus delivery and loading areas will be the same as before and there will be a bicycle rack located on the west side of the school near the entrance for students.

Your cooperation in the new process is very important for the safety of your child and peace of mind as a parent. We are willing to address any of your concerns or suggestions in making Buffalo School a safe school environment. Thank you.

Sincerely yours,

Martin Adams Superintendent Buffalo Public School