

Stonegate Elementary School

14811 Notley Road
Silver Spring, Maryland 20905
Phone: 301-989-5668 Fax: 301-989-5671



Office of the Principal

August, 2010

Dear Parents/Guardians,

A new access control system (ACS) has been installed at Stonegate Elementary. This initiative to enhance school-based security is a component of the Montgomery County Public Schools six-year capital improvements plan which includes installation of an ACS in all elementary schools during the next three years.

The ACS consists of a surveillance camera installed at the school's main entrance with a second camera at another entrance. Signage will direct visitors to push a button to alert main office staff of their arrival. A remote locking system, controlled from the main office, will allow entry into the building during the period between students' morning arrival times and afternoon dismissal times. When a visitor arrives during these times, they will be prompted to press an alert button at the main entrance. Office staff will communicate with the visitor and provide controlled entry into the school. All visitors will be instructed to report to the main office to sign-in. Visitors arriving at the secondary entrance will be instructed to enter through only the main entrance. In order to ensure the successful implementation of the ACS, all other entrances to the school building will remain secured at all times.

Visitors will report to the main office to sign in using a new automated system that replaces the current paper/pencil sign-in/out logs for visitors. Driver's licenses will be scanned, and those without identification will manually enter their information. All visitors will receive a badge to wear while in the school building and are expected to return the badge before leaving the building.

The visitor management system provides administrators convenient access to several reports; for example, in the event of an emergency/crisis, visitor accountability is easily accessible. Administrators also can track the number and purpose of visits to their school including the number of volunteers and volunteer hours.

The safety and security of our students and staff are an MCPS and Stonegate priority. This new system is intended to enhance MCPS security measures to ensure a safe and secure learning and working environment. If you have questions regarding this system, please contact the staff of the Department of School Safety and Security at 301-279-3066.

Sincerely,

Audra Fladung
Principal