

DOUGLAS UNIFIED SCHOOL DISTRICT #27

Clawson Elementary School



We are a T.E.A.M. ~ Towards Excellence And More

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Mrs. Andrea Overman, Principal

1235 7<sup>th</sup> Street  
Douglas, Arizona 85607  
364-2447 Ext. 5601  
FAX 520-805-5531

September 16, 2008

Dear Parents and Guardians:

For the safety of all of our students, the doors to the school will remain locked during the school day. If you come to school during the day, please go to the north (main) entrance and check in with the office staff. They will assist you in entering the building.

Everyone will be required to enter via the north (main) entrance. This includes parents, community members, visitors, and volunteers. Everyone must report to the office, sign in, and receive a visitor's badge. Everyone must sign out in the office as well and leave the badge with the office staff.

Although this process may take more time and effort, it is designed to address concerns for the safety of our students. This procedure is uniform throughout the school district.

The district is installing security cameras at the entrances and in the hallways to address safety concerns.

In the interest of safety for all of our students, please observe these procedures when you visit the school.

Thanks for your assistance!

Sincerely,

Andrea Overman  
Principal