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|  | **Frank Fowler Dow School No. 52**  100 Farmington Road,  Rochester, New York 14609  Phone (585) 482-9614 Fax (585) 654-1079  www.rcsdk12.org/52 | Dr. Mary Ferguson  Principal  Mary.Ferguson@rcsdk12.org |

**Dear Frank Fowler Dow Families and Staff,**

We are excited to welcome you to a new school year. Your child’s safety is a top priority, and I want to provide some information on the established procedures for visitors in our schools. They are in place to protect students and staff, and all visitors must adhere to these regulations. Anyone who does not adhere to these procedures will not be permitted entry.  No exceptions.

* The school’s main entrance will serve as the single point of entry for visitors.  Visitors must report immediately to the school office and present photo identification to obtain a visitor’s pass.
* Parents/caregivers must call the school office to arrange an early pick up time for their children and present photo identification upon arrival.
* Visitors are subject to search of their person and belongings. Anyone refusing will not be allowed to remain on District property.
* Any person asked to leave school property must do so immediately. Refusal to leave will result in police intervention.

The District Code of Conduct applies to everyone in our school community, including students, staff, families, and community members. Aggressive behavior is never acceptable and will not be tolerated. Unruly visitors will be removed from the premises immediately and a report will be filed with the Rochester Police Department.

Everyone has a role to play in the safety and security of our school communities. **We ask that you be vigilant and report any suspicious activity on or around school grounds immediately by calling 585-262-8600.**

Thank you,

**Dr. Mary Ferguson - Principal**