Tiger Creek Elementary School

David A. Beard
Principal

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August 2017

Dear TCE Parents and Guardians,

In Catoosa County Public Schools, student safety is our highest priority. Based on community input, we included projects in ESPLOST V to enhance safety in our schools. One of the projects we have completed is a front door management system at Tiger Creek Elementary. To keep your child safe, this system will help our staff make sure that only authorized individuals can enter our school.

A Secure and Safe Building:
With this enhancement in safety, we need your help as we put new protocols in place. All exterior doors at TCE are locked when students are in attendance. For any visitor to gain access to the building, the buzzer system located at the front door of the school must be used.

- **Office staff will greet visitors through the intercom system and will ask the visitor to provide information regarding his/her visit. At this time, all unknown visitors will be asked to provide a government issued photo I.D.**
- **Office staff will determine if entry to the school will be granted.**
- **Once inside the building, please proceed to the office to sign in on our Guest and Visitor Computer.**
- **Visitors will be required to wear a visitor badge provided by the office during their visit.**

We understand that it will take a moment at the door while our staff verifies your identity; however, we are sure you agree that it is worth the time to know that only authorized individuals are walking the halls of our school. Thank you for your cooperation as we make this transition to improve safety and security for our children and staff.

Sincerely,

David A. Beard, Principal