

Office of the Chief Operating Officer  
MONTGOMERY COUNTY PUBLIC SCHOOLS Rockville,  
Maryland

October 31, 2006

MEMORANDUM

To: Principals

From: Larry A. Bowers, Chief Operating Officer

Subject: Reminder of Security Measures



In light of recent community incidents and nationwide school violence, I am writing to remind you of the critical need to be vigilant in maintaining a safe and secure environment in which to learn and work. Please ensure that the following guidelines are implemented in your schools to the extent possible. I have asked field security coordinators to work with schools to address unique circumstances where these guidelines may pose a challenge and may not easily be implemented.

- Exterior doors on relocatable classrooms and the school building, with the exception of the main entrance, must be secured. Signs directing visitors to the main office must be posted on all exterior doors.
- Sign-in procedures that incorporate sign-in logs and name tags should be in place and enforced. School staff should escort any unknown and unidentified individual who is on school campus to the main office.
- School staff should be aware of surroundings and report any suspicious activity or individuals to a school administrator.
- Students should be reminded to report any suspicious activity or individuals to a responsible adult.
- Staff members who are responsible for activating and/or deactivating the security alarm system should be well-informed on its operation. The alarm system is vital to protecting Montgomery County Public Schools' assets.
- Electronic access lock systems at elementary schools with relocatable classrooms should be operational and properly functioning. Students and staff who move between the relocatable classrooms and the main building should use the system. If the lock system is not properly functioning, the school's field security coordinator immediately must be contacted to assist in resolving the problem.

As always, your cooperation in ensuring the safety and security of our students and staff is appreciated. If you have questions, please contact your school's field security coordinator or the Department of School Safety and Security at 301-279-3066.

LAB:fn

Copy to:  
Executive Staff  
Mr. Hellmuth  
Dr. Newman