



BURRELL SCHOOL DISTRICT

a family centered community, educating and inspiring life-long learners...

STEWART ELEMENTARY SCHOOL
2880 Leechburg Road, Lower Burrell, PA 15068

A STEM school committed to engineering our children's future

James R. Croushore
Principal
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Dear Volunteers and Visitors,

Our schools are learning communities. We are committed to providing the richest learning experiences and the safest environment for the children who enter our doors every day. We recognize the importance of parents and families in the educational process and welcome you as visitors, volunteers, and members of our school community. We are truly blessed to be a district in which we have families that are highly involved in their child's education and school experience.

On a regular basis, we review our safety procedures to be sure that we are providing a safe environment for our students, staff, and all those that volunteer or visit our schools. We know that you understand that the purpose of these changes is to make our schools as safe as possible.

Listed below are a few reminders and changes that will directly affect all volunteers and visitors in our buildings. Please read over these items and feel free to call the school if you have any questions.

1. All visitors requesting entry to the building will be asked a series of questions upon ringing the buzzer. After being buzzed in, all visitors are asked to report to the office.
2. Visitors will be asked to present a valid state-issued ID (driver's license, state-issued identification, or military ID), which will be scanned into the system. Upon reading the information, the Raptor system will check the national database to identify sexual offenders.
3. Once entry is approved, a photo badge will be generated that identifies the visitor, the date, and the purpose of his/her visit. This badge must be worn in a visible location to be easily viewed by staff members.
4. Visitor badges must be returned to the office at the conclusion of the visit.
5. All volunteers are welcome in the building between the hours of 9:30-11:00 and 2:00-3:15.
6. We ask that all visitors avoid requesting entrance into the school during student arrival and dismissal.

Thank you for all that you have done and will continue to do for our young people. Working together, we can provide a safe and secure environment for our students and staff. If you have any questions, please do not hesitate to contact the school.

With appreciation,

James R. Croushore
Principal