

Eunice Public Schools

Dwain L. Haynes, Superintendent (dhaynes@eunice.org)
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Parents, Guardians, and Community Members,

Mettie Jordan Elementary has recently been implementing changes to security features already in place.

Some features will not be announced publically as information could put staff and students in danger if the public was aware of all emergency response protocols. All visitors to our building need to be aware of the following:

- Parents need to update any changes on your child's student information sheets. If your phone number or address has changed, it is mandatory for you to come into the office to give updated information. If you would like to add or delete emergency contacts, this must be done in person to ensure the accuracy of the information and to confirm your identity.
- If you are visiting our campus for any reason, please bring in your current driver's license or legal photo ID. A copy of this will be made upon your first visit; it will be saved in a file in the front office. At each additional visit, you will show your ID, the copy will be pulled and placed in a separate, "visitor inside the building" file until you have signed out of the building. Visitors will need this identification (even if we know you) for every visit and to check students out of school.
- Under **NO Circumstances** will students be released to any person not listed on the student information sheet on file in our office.
- Exterior doors will be locked for the majority of the day. If you arrive at the outside doors and they are locked, please be patient while a staff member arrives to let you in. You may also call the office (575) 394-2440 to alert us to your arrival.

Once again, I would like to thank everyone for being calm and patient last week. We have been increasing our security protocols over the past month and I am very proud of the staff, parents and students for understanding that we all want student safety to be our top priority. I also want to thank the Eunice Police Department for providing an additional presence in our schools. They are always very quick to respond to any concern and we appreciate their guidance during difficult circumstances.

Sincerely,

Tracy Davis, Principal
Mettie Jordan Elementary