



December 21, 2012

Dear Parents and Families:

As the Greenville Central School District Safety Committee reviews our K-12 safety protocols, we will be implementing a series of changes to further provide a safe and orderly environment within our schools.

The initial recommendations in cooperation with the building principals will begin on January 2, 2013 and will be as follows:

- Buildings will continue to use a single point of entry.
- The Middle/High School will be open for student arrival at 7:05 am for CTE students and 7:40 am for the remainder of the MS/HS students. The front doors will be locked during the instructional day from 8:15 am to 2:42 pm.
- Scott M. Ellis Elementary will be open for student arrival at 7:45 am. The front doors will be locked during the instructional day from 8:10 am until 2:25 pm. Elementary parents/guardians are welcome to pick up their students as usual in the Multi-purpose room with the doors being unlocked to our parents at 2:20 pm.

Further plans are anticipated as our district procedures are reviewed.

In order to maintain two-way communication between parents and district staff, there will be a parent forum regarding district safety on January 10, 2013 at 6:30 pm in the Middle /High School Auditorium. This forum will be facilitated by Michael Needham from Needham Risk Management, our School District Safety Coordinator, along with administrators. All families are welcome.

If you have any questions or would like to email a question in advance, please call or email your building principals at [lasterm@greenville.k12.ny.us](mailto:lasterm@greenville.k12.ny.us), [reeveb@greenville.k12.ny.us](mailto:reeveb@greenville.k12.ny.us) or [mahanp@greenville.k12.ny.us](mailto:mahanp@greenville.k12.ny.us)

Sincerely,

Tammy Sutherland  
Assistant Superintendent for Business  
Health & Safety Designee