

# “Welcome to Our School!”

## New Access Control System Coming to PCSD Schools

Effective beginning Jan. 14, 2019 at 10 elementary schools,  
with additional schools to follow in the coming months.



Dear Parents and Guardians,

You hear it often and we mean it when we say that keeping students and staff safe is our first priority.



Camera/intercom devices like the one above will be right outside the main entry. Simple to use, simple access, and safer schools!

Our schools belong to the community and we want parents and guardians to feel welcome when they visit. At the same time, we want to ensure their safety as well as the safety of everyone else within the school building.

We continually look for ways to enhance our facilities and ensure our classrooms remain the safest learning environments they can be. This year, the school district has taken several proactive steps to enhance security throughout the district, and Access Control is one of the new tools that will help with those improvements. You will see it beginning Jan. 1, 2019 as the units are installed and implemented one Paulding County school at a time, beginning with elementary school buildings.

### What Is Access Control?

Access Control is a new entry procedure. It requires that visitors be granted access in order to enter the building. From now on, every visitor to a school must present themselves to an intercom camera (like the one in the photo) at the main entry door and communicate with the front office prior to entering the building.

During morning arrival we will continue current procedures, and school staff will be on hand to provide supervision and welcome students. Once the school day begins, however, all doors will automatically lock and visitors will be required to “buzz in” through the new Access Control system at the main entry door. Visitors will not be allowed access through any other entry point.

### What Are The New Procedures?

1. As shown in photo, there is an intercom/camera unit at the main entry door.
2. Visitors should press the button on the intercom and position themselves in front of the camera on the panel.
3. School personnel in the front office will observe you and respond verbally over the intercom.
4. Once your identification has been verified, the door will be released for you to enter, and you may report to the office to complete sign-in.

We appreciate your cooperation in helping to make this new system work effectively. Once you push the buzzer, our office staff will respond to you as quickly as possible. Please be ready to identify yourself and provide your child's name. Also, after gaining access to the building, please come to the office immediately to finalize the check-in process, which includes presenting your identification.

We ask for your patience as we all get acquainted with this new system, and we ask you to remember it is part of an effort to keep students, staff - and you - as safe as possible. Thank you!