

South Orangetown Central School District  
**WILLIAM O. SCHAEFER SCHOOL**  
140 Lester Drive, Tappan, New York 10983

**Nora Polansky**  
Principal  
845 680-1303  
[NPolansky@socsd.org](mailto:NPolansky@socsd.org)

**Jeannine Carr**  
Assistant Principal  
845 680-1325  
[JCarr@socsd.org](mailto:JCarr@socsd.org)

January 22, 2010

Dear Parents/Guardians,

I am sure you are all aware of the incident that happened at TZE this past week. Unfortunately, it often takes things like this for us to revisit and tighten up our security procedures. I know that we share the common goal of keeping our students and staff safe. I therefore ask for your cooperation in following these safety procedures.

Please be prepared to sign in and show ID each time you enter our building.

- Proceed directly to the main office where our secretaries will announce your visit.
- If you are bringing your child to school late please follow these procedures as well. The secretaries will escort your child to class.

In addition, the front door of WOS will be locked whenever there is not a security guard on duty. The bell is available at this door to alert the secretary or custodian, who will buzz visitors in. Again, please be sure to sign in and show ID upon arrival.

Thank you for your anticipated cooperation in our endeavor to keep everyone safe.

Sincerely,

Nora Polansky

Principal