Good afternoon Big Spring Middle School families,

**On Monday, September 23rd**, we will be starting new safety procedures at the secondary level.  When you come to our middle school building during school hours, you will need to follow the below protocols and procedures.

**Steps for BSMS entry:**

1. Ring the camera doorbell mounted to the right of the door that is labeled **STAFF AND VISITOR ENTRANCE**.
2. A secretary will use an intercom to speak to you through the doorbell. You will be on camera.
3. Share with the secretary the purpose of your visit.
   * If you are dropping something off, you will enter into the vestibule to leave the item there, and we will retrieve the item.
   * If you need to enter the building, you will show your identification into the camera before you are buzzed to enter the vestibule, where you will then be buzzed into the building.

Moving forward…the only reason a parent/guardian would need to come into the building during school hours would be to visit with our school nurse or to attend a pre-arranged meeting and/or special event.

\*Additional information will be shared (as needed) with regards to the entry plan for special events that fall during the school day.

Thanks for your cooperation in keeping all of our students and staff safe!

Mrs. Clarissa Nace

Middle School Principal

**Big Spring School District**

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