

***Fairfield Warde High School***  
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**James J. Coyne**  
*Headmaster*  
**Caryn F. Campbell**  
*Director, Student Services*  
**David M. Ebling**  
*Fitts Housemaster*  
**Steven L. Fekete**  
*Townsend Housemaster*  
**Deirdra A. Preis**  
*Pequot Housemaster*  
**Seth C. Fry**  
*Athletic Director*

October 23, 2014

Dear Parents and Guardians:

I am writing to inform you of a new security measure being implemented at Fairfield Warde beginning on November 3<sup>rd</sup>.

The school district has employed the services of U.S. Security Associates, Inc. to monitor all visitors to our school during the school day. Security personnel will be stationed at a desk near the main entrance and they will employ the AiPhone system to verify the visitors' purpose for visiting before "buzzing them in" the locked main entrance. This is a similar procedure to one already in use at the middle and elementary schools in Fairfield.

Once the visitor has been admitted, if he/she is there simply to drop something off for a student, the visitor will be directed to the Main Office. If the purpose of the visit is other than a "drop off", the visitor will be asked to provide a drivers' license for identification. The license will be scanned into our visitor data base and checked against appropriate criminal data bases. If the individual does not possess a drivers' license, a photo will be taken for the data base. When cleared to visit, the visitor will be given an approved visitor badge.

This plan has been developed in collaboration with the Fairfield Police Department to address concerns raised by some parents and staff regarding more controlled access to our school building during the school day. As always, feel free to contact me with any questions regarding this new security measure.

Sincerely,  
*James J. Coyne*  
James J. Coyne  
Headmaster