



# MORTON

## Community Unit School District 709

1050 S. Fourth Ave · Suite 200 · Morton, Illinois 61550-2502 · Phone: (309) 263-2581 · Fax: (309) 266-6320 · TDD: (309) 263-0026

August 2019

Dear Morton 709 Parent/Guardian:

Morton School District 709 has always made the safety of our students and staff a top priority. Building security can only be maintained with the support, cooperation and understanding of all District staff, students, parents, and visitors. All visitors, including parents, to any of the District 709 school buildings have been asked to be familiar with and support the following practices:

- The only door unlocked at each building for visitor and parent use will be the door closest to the office. All other doors are to remain locked. Please use the appropriate entrance at each building.
- All visitors and parents must use the designated entrance, sign in at the school office, and receive a VISITOR TAG, which should be worn for the duration of their visit.
- Upon departure, visitors and parents must sign out in the office and leave the VISITOR TAG.
- All students who arrive late or leave early during the school day must use the appropriate entrance and sign in and out in the school office.
- Parents/guardians of elementary students must meet/leave students in the office when arriving late or leaving early within the school day. Students will only be released to a parent or guardian or a parent-approved individual.
- All District employees will wear a DISTRICT EMPLOYEE TAG OR IDENTIFICATION while at work.
- When any building is in an emergency situation, (i.e., severe weather, safety, etc.), access to and from the building will be controlled by the appropriate authority (e.g., District Administration, Building Administrator, etc.) according to the District 709 Crisis Plan, and if necessary, the appropriate law enforcement officials.

The purpose of these expectations is to proactively address security and safety concerns. We are asking for your understanding and support as we endeavor to keep the education, safety, and welfare of all who attend and work in our schools each day a top priority.

While these essential expectations start in August in each building, each school will continue to assess safety and security throughout the coming year and continue to develop prevention plans appropriate to their building. We will also periodically conduct state mandated safety drills so our students and staff are familiar with procedures.

For more information, contact the District Office at 263-2581 or email me at: [jeff.hill@mcusd709.org](mailto:jeff.hill@mcusd709.org)

Have a great school year!

A handwritten signature in black ink that reads 'Jeffrey W. Hill'.

Jeffrey W. Hill, Ed.D  
Superintendent