

BOARD OF EDUCATION

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SALEM ELEMENTARY SCHOOL

MRS. LESLIE FOPPE, Superintendent
1300 Hawthorn Road
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BUILDING ADMINISTRATION

FRANKLIN PARK MIDDLE SCHOOL
MATTHEW STURGEON, Principal
TYLER LUX, Asst. Principal
Phone (618) 548-7704
Fax (618) 548-7712

HAWTHORN ELEMENTARY SCHOOL
Marty Adams, Principal
Phone (618) 548-7702
Fax (618) 548-7714

Activation of “Buzz –In” System

Salem Elementary School will be activating a new security “buzz-in” system on Wednesday, January 27th. As a district, we believe it is our responsibility to take every precaution necessary to keep our students safe. We understand that it may take some time for our parents and faculty to get accustomed to using the system each time they enter the doors of Franklin Park and Hawthorn School. We appreciate your patience and understanding.

Doors at Franklin Park and Hawthorn will be open from 7:30am – 8:30am. During this time, our administration will be standing in the lobbies to welcome students and parents. The doors will be locked at 8:30am and will remain locked the rest of the day. Everyone will be expected to be “buzzed-in” after 8:30am.

Hawthorn School: When walking up to the doors at Hawthorn, you will find the silver doorbell on the brick wall to your far right. Please push the black button with the red light on it. Look into the “eye” of the doorbell and wait for someone to acknowledge you. The bell will be answered as quickly as possible. Please state your name and purpose for entering the school. Continue to look into the “eye” until the key is pushed which will allow you to open door “A” and enter. Please proceed to the office to sign in and pick up your visitors lanyard.

Franklin Park: When walking up to the doors at Franklin Park, you will find the silver doorbell on the brick wall to your far right. Please push the black button with the red light on it. Look into the “eye” of the doorbell and wait for someone to acknowledge you. The bell will be answered as quickly as possible. Please state your name and purpose for entering the school. Continue to look into the “eye” until the key is pushed which will allow you to open door “1” and enter. Please proceed to the office to sign in and pick up your visitors lanyard.

Once again, we thank you for your patience and understanding. If you have any questions, please do not hesitate to call Hawthorn School @ 548-7702 or Franklin Park @ 548-7704.

Mrs. Leslie Foppe
Superintendent

