



Luis Gamarra, Principal

**Oak Hills School**  
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Wendy Maxwell, Assistant Principal

January 19, 2018

Dear Parents,

Newhall School District places the safety of its students and staff as a high priority. Access control to school campuses and building is a top concern. As part of providing additional security for both students and staff while on school grounds, a security camera has been installed at the front main entrance to the school.

Oak Hills is already a closed campus school and the camera has been added as another layer of security to assure persons admitted to the campus have a legitimate need and purpose to be at the school. The outer front doors to the school will be locked at 8:05 am each morning after students and staff has arrived for the day. Anyone arriving after that time will ring the bell and the office staff will answer via the intercom. Staff will ask you to identify yourself and state the purpose of your visit. Once identified you will be buzzed in and will continue to the office as is currently done, sign in either as a visitor or volunteer, or take care of your business in the office.

While security is important, it is also important that we maintain a welcoming school environment for our Oak Hill families. Parents are always welcome at the school and our office staff is here to help with any needs, concerns, or other school business you may have. During special events, assemblies, and classroom parties the doors will be unlocked and visitors will be allowed to go directly to the events as is currently the procedure.

Sincerely,

Luis Gamarra  
Principal



**NEWHALL SCHOOL DISTRICT**

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