



December 10, 2018

Dear Parents and Guardians,

I am writing to let you know about an incident that happened at our school today so that you can have accurate information to share with your child if you so choose.

Just after 9:30 this morning, a man entered our school through a door near the lower parking lot. He walked into a classroom and told the teacher he was in the wrong location. The teacher made sure the man got to our front office to receive further assistance.

The man told our secretaries he was looking for the Maritime Institute of Technology, and he received directions. He immediately left the building through the main entrance. He was in our building for a very short time.

Our School Resource Officer and Student Advocate were notified, and both ensured the man left promptly. At no time did he say or do anything that was perceived as threatening to students or staff. At no time were our students or staff in any danger. However, in the interest of open communication I wanted to make sure you knew about this issue and were made aware of the steps we are taking to prevent it in the future.

I also want you to know that we have contacted our Facilities Division to have the door inspected and have any needed repairs made.

Thank you for everything you do for your child and our school.

Sincerely,

Elena Thomas
Assistant Principal

ET/bm