



# Westland Middle School

---

5511 Massachusetts Avenue  
Bethesda, Maryland 20816  
301-320-6515 Fax: 301-320-7054



August 2008

Dear Westland Students, Parents, and Staff:

The purpose of this letter is to inform you that all security systems in Montgomery County Public Schools (MCPS) middle schools are being standardized in accordance with security industry standards and best practices. What this means for Westland is that we have installed a network-based closed circuit television (CCTV) camera system and we will be installing a network-based visitor management system (VMS). The VMS will consist of a computer with pre-loaded security software, an identification badge printer, and a driver's license scanner. All of these components are on a secure network platform that will allow us to monitor our school from Westland's campus, an alarm center, and select remote locations.

These systems will be used by the Westland administration to help ensure the safety and security of students and staff during the school day and at extra-curricular activities. The systems will be monitored by the Department of School Safety and Security after normal school hours and on weekends to protect the assets of the school district, and to share live feeds with the police and fire departments in emergency situations.

Once installed, Westland will revise our traditional sign-in procedures to include computer-based visitor sign-in and monitoring software. The upgraded visitor monitoring software will monitor and track all visitors to the school building. This system automatically will be populated with the state and local sex offender registry and allow schools to enter data on custody rights or other pertinent information.

To protect our students and staff, we ask that all parents and visitors use the following procedures:

- Enter the school *only* by the front doors
- Go to the main office, present your identification so it may be scanned and wear the identification badge created for you
- Return your badge to the main office when you have concluded your visit

Please note that the outside doors will be locked at all times during the school day after the tardy bell rings each morning. Students and staff can exit through all outside doors, but entry will not be possible. Outside and inside security drills will be held periodically to ensure the safety of our students. We will inform you of any further security measures that are developed by our staff.

We realize that these security procedures may be somewhat inconvenient for parents, guests and visitors. However, it is necessary for us to take these special precautions to protect our students and staff. If you have any questions, please contact the school at 301-320-6515.

Sincerely,

A handwritten signature in black ink, appearing to read 'Daniel J Vogelman', with a long horizontal line extending to the right.

Daniel J Vogelman  
Principal

DJV:mjd