



The School District of Marlboro County

P.O. Box 947 • 122 Broad Street
Bennettsville, South Carolina 29512-0947
(843) 479-4016 Fax (843) 479-5944

Dear Parents and School Community Members:

While it is always the goal of the Marlboro County School District to provide the best education for its students, we are also working to make sure that our staff and students are safe at all times. With this in mind, please review the following protocols that are important for each visitor to our schools to adhere to while on campus or in a district building.

All individuals must sign in and out at the **Main Office** and must receive permission to enter school district property and school district buildings at all times.

When signing in, each visitor will be asked to provide the following:

- Photo ID
- Name
- Phone number
- Purpose for the visit
- Time in
- Time out

Each visitor will leave his/her photo ID with the main office personnel. This ID will confirm his/her entrance into the building, and allow him/her to sign in for a visitor's badge. The ID will be returned when the visitor signs out in the **Main Office**.

Parents who would like to come and observe in their children's classrooms should make every effort to notify the principal at least 24 hours in advance. This will allow for proper coordination of classroom schedules.

It is our hope that all we do for our staff and students is always parent, family, and community friendly. At the same time, we must be diligent in our efforts to ensure the safety of our students, faculty and staff.

Should you have any questions or thoughts regarding our safety effort, please do not hesitate to contact me.

Sincerely,

A handwritten signature in black ink that reads "G A N U".

Gregory A. McCord, Ed.D.
Superintendent