

# OXHEAD ROAD ELEMENTARY SCHOOL

144 Oxhead Road  
Centereach, NY 11720  
(631) 285-8700  
Phyllis L. Saltz, Ed.D., Principal

Middle Country Central School District  
8 43<sup>rd</sup> Street  
Centereach, NY 11720

Roberta A. Gerold, Ed.D., Superintendent of Schools  
James G. Donovan, Assistant Superintendent for Human Resources  
Beth A. Rella, Ed.D., Assistant Superintendent for Business  
Jonathan Singer, Assistant Superintendent for Instruction

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August 2025

Dear Parents/Guardians,

In order to provide the safest of environments for the students and staff of MCCSD, there are numerous security protocols in place. We ask for your continued partnership as we maintain a secure and safe building. ALL adults, even frequent visitors, entering EVERY MCCSD school **MUST present ID** before final entry to the building. Please do not mistake the procedures listed below as an impersonal welcome to the building. Safety must be our first priority.

1. Please take out your ID **prior** to coming to the door to expedite this procedure.
2. Ring the bell/intercom to the far right of the main entrance doors.
3. When asked, please state your name and purpose for coming to the school.
4. Once you have been granted access to the security vestibule, pass your ID to the greeter through the opening in the glass to the far right.
5. Once visitors are verified, they will be buzzed into the main lobby to conduct their business.
6. Any adult picking up a child **must be listed on the emergency contact card or indicated in a note sent to the school before dismissal.**

When you are visiting, please **do not ever allow anyone to enter the building as you enter** through the doors. Door holding is polite, but it can also be a security risk.

If you are dropping off a late student, the student may enter by himself/herself by ringing the bell and coming in through the visitor entrance.

At Oxhead Road, we certainly value strong family involvement in our school. Please understand that our security procedures are necessary elements in ensuring the safety and security of all students and staff.

Sincerely,  
***Phyllis L. Saltz, Ed.D.***  
Principal