

Monday, February 7, 2011

Dear Highview Families,

The safety of your child continues to be a priority each day. As you are aware, a door buzzer has been installed at the front door of our school. Starting today, the front door will be locked at 8:50 A.M. The buzzer will be turned on and remain on for the rest of the day. We will be consistent with our safety procedures in order to maintain student safety.

Please take time to read and review our procedures:

- ✓ When you come to Highview, please ring the buzzer and speak clearly into the camera. Office staff will view the camera and push a button to unlock the door. Please bring proper identification, such as a driver's license.
- ✓ After entering the front door, you must report directly to the office. If you are staying in the building, you will need to sign in and receive your visitor badge.
- ✓ Please be sure your child's emergency card is accurate and updated. If an emergency contact is picking up your child, they will need to show identification, such as a driver's license
- ✓ If you are dropping off an item, please bring the item to the office. Students will pick up the item from the office at lunch time.
- ✓ Our school day begins at 8:40 A.M. Students who arrive after this time are tardy. If your child is tardy, you must walk your child to the office. It is not safe to drop off your child and drive away. Regular and prompt attendance is essential for student learning
- ✓ When you are in the building, do not open a door and let someone in. They are still expected to buzz the front door and sign in at the office.
- ✓ If you plan to pick up your child during the school day or volunteer in the building, please send a note.

Many of the above procedures are found on pages 3 and 4 of the Crestwood Elementary Schools Student and Parent Handbook. I understand the door buzzer is a drastic change. With your patience and consistency, we can better ensure student safety.

There are approximately 375 students, Preschool through Fourth Grade, who arrive at Highview each day ready to learn. These procedures are necessary for a safe environment. As a result, fewer classroom interruptions will occur. Previously when an item was dropped off, our secretary would have to contact the classroom either by telephone or intercom. This is very distracting to students and causes interruptions to learning.

I appreciate your patience as we begin these new procedures. It will take time for everyone to learn and we will closely monitor and adjust. I welcome any questions or feedback and can be reached at (313) 278-8390 or cnickel@csdm.k12.mi.us

Sincerely,

Cynthia Nickel