



January 16, 2019

Dear Parents,

In light of the event that took place last Wednesday and with the New Year not too far behind us, here are a few reminders for our procedures moving forward.

Entrance into the building

All parents, visitors, vendors need to come to the main entrance of the school.

Any parent picking up from Pre k and missed the pickup time or is running late they must come to the main entrance and should not be buzzed in through the cafeteria doors.

The person at the desk in the main office will buzz the person in and ask how they can help them. If a parent is simply dropping off a lunch they may place it on the shelf by the entrance of the door.

All other people will be directed to sign in on the appropriate sheet, complete a visitor's pass and wear the pass. The sign in book is located near the entrance on the podium.

The person from the main office will greet the visitor at the doors which will remain closed and locked.

Students- Late Arrival

If your child is late coming into school and are in grades k through grade eight, the child will be greeted at the door and they can proceed to their classroom. If your child is in pre-k your child will be taken down to the pre-k classroom by a staff member.

Communication regarding emergency/crisis events

After the initial contacts have been made with the proper authorities and the situation is assessed and permission has been given by the person in charge, the parents will receive an option c text alert. This will simply inform you of crisis situation: lock down, evacuation, shelter in place or whatever crisis plan is in place. If necessary we will post updates. It is not advisable to post on Facebook during that time as it can sometimes complicate the process.

It is extremely important that you do not to come to the school during a crisis situation unless directed to do so. If the school is in lock down you will not be permitted entrance into the building.

Once an "all clear" has been given, you will receive another text alert to inform you of the status. In that text alert you may receive procedures you must follow, e.g. place for reunification, time to pick up your child etc.

Within a reasonable timeframe, a letter indicating the events that took place and the procedures implemented will be sent to you via email.

Our children and their safety is at the heart of everything that we do. We will continue to work closely with our first responders, reassess our procedures and implement changes as deemed necessary.

Thank you for reviewing the procedures. We appreciate your support and cooperation.

In closing, as we approach Martin Luther King Day, may we reflect on his works and all who stood for non-violence.

May we be vessels of hope and justice in a world inundated with countless forms of violence and injustice? May we never stand on the sidelines as we witness injustice done to our brothers and sisters but walk with eyes open to the needs of our communities, with ears open to the needs of the world, and with hands open in helpful service to our neighbor. Then we will not only be blessed, but be a blessing to our world. This is our prayer. Amen (Praying with Martin Luther King Jr.)

With gratitude,

Mary Anne Johnston

Principal