

September 2018

Dear Families,

During the 2018-2019 school year we will be having some exciting changes! Please read below so you are prepared for these changes as the new school year begins.

MORNING PROCEDURES

Students will NOT be out on the playground this year due to construction that will begin in October and continue through the school year. All students, regardless of how they arrive at school will be coming into the building beginning at 8:40 am. Students will go directly to their classrooms when they arrive at school.

PARENT DROP OFF/PICK UP

FOR SEPTEMBER

For the month of September, our drop off and pick up location will stay the same as it was for the 2017-2018 school year. For drop off-you will drive into the first driveway along Colgate Road and stop at the stop sign to drop off your child(ren). For pick up you will drive into the second driveway off of Colgate Road and loop around to the farthest door (Cones will be out).

BEGINNING OCTOBER FOR THE REST OF THE YEAR

A temporary parking lot will be put in place east of the school building where we currently have green space. A driveway will be included in this parking lot. We will have families drive into the temporary lot where there will be a drop off/pick location for students. This location will be used for the duration of the school year and will become a permanent lot for the following school year. We will send home information with a map as we get closer to using the new location.

SECURITY AND SAFETY

We will be utilizing the Raptor System for all visitors at any of the schools in our district to enhance safety. All visitors will need to provide a government issued ID when entering the school building ie. drivers license, WI identification card. ALL VISITORS MUST BRING A PHOTO ID TO ENTER THE BUILDING at their first visit. The card is put into the system and scans the sex offender database. The only information that is stored in the Raptor system is name, date of birth, and last four digits of the ID presented. Once approved, a photo badge will be printed and worn in order to enter the building. This badge will be void after the visit. If you forget your ID you will have to stay in the office area and will not be allowed entry into the building. Once in the system, you do not need to provide an ID for future visits, the office can print a badge for you. If you are only dropping off or picking up items in the office the use of Raptor is not necessary unless you want entry into the school.