

Dear Parents and Guardians,

Welcome back to a new calendar year that is filling with great things for each of your children as they attend Holyoke Elementary School. I would like to take a moment to share with each of you some new protocol and procedures employees will be enforcing at the Holyoke Elementary School the remainder of the 2012-2013 school year. I would also like to remind parents, guardians and visitors to the school about existing protocols and procedures that will be monitored and enforced even more diligently the remainder of the school year. Both existing and new protocols and procedures will be enforced to help the safety of each student and all staff that attending or work in the Holyoke Elementary School on a daily basis.

To help increase the safety of all students that attend the Holyoke Elementary School as well as each staff member that works with your children in and around the building starting January 7th, 2013 all outside doors accessing entry to the Holyoke Elementary School will be locked throughout the entire school day. While we have always locked and denied entrance to parents and the general public from outside perimeter doors in the past we have always allowed them full entry through the front set of doors near the office. Starting today however, all parents, guardians, and visitors will be asked to use the outside intercom system near the wheelchair accessible door at the front of the building to be “buzzed in” or allowed entrance to the Holyoke Elementary School after 8:15 a.m. each day. This change in protocol and procedure will also deny any and all parents, guardians and visitors access to the Holyoke Elementary lobby after school and therefore will require parents, guardians and visitors to wait outside the Holyoke Elementary School to meet or pick their child up when school is dismissed at 3:40 each afternoon.

A protocol and procedure that has always been asked of parents, guardians and visitors that will be continued will be that once a parent, guardian or visitor is “buzzed in” and allowed entrance to the building they will be asked to check in at the office and state the reason why they are in the building. No parent, guardian or visitor will be allowed pass the second set of glass doors before checking in with the office and obtaining a visitor badge. This protocol and procedure will help train our elementary students to identify individuals in our building without a visitor badge or district photo ID and report them to a teacher or the office as quickly as possible. Another protocol and procedure that the staff at Holyoke Elementary School will continue to enforce will be making sure that when a student enters or leaves the building after 8:15 a.m. and before 3:40 p.m. each day that a parent or guardian sign their student in or out using the large three ring binder near the office door in the lobby. This practice will help ensure that if there is ever an emergency that all students are accounted for and that no one is put in harms way spending extra time looking for a student that is no longer in the building. If a student arrives after 8:15 a.m. their parent or guardian is asked to sign them in as well to ensure that staff and first responders will know that additional students are in the building that may not have been recorded when the classroom teachers sent their Infinite Campus attendance report to the office at 8:15 a.m. that morning.

While all support staff, teachers and administration understand that enforcing these protocols and procedures can and will be an inconvenience for individuals at times we all strongly believe that these protocol and procedures are needed to help ensure the individual safety of each student and staff at the Holyoke Elementary School and worth implementing and continuing to enforce. If you have any questions, concerns or comments please feel free to contact me personally through phone, e-mail or by scheduling an appointment as I would be happy to discuss them with you.

Best Regards,

Mr. Stumpf

Holyoke Elementary Principal