

January 8, 2018

Dear Parents,

We are introducing new procedures for the safety of our students. These are being instituted in light of recent events in the news.

1. For the safety of your children, adults will not be permitted in the class after 8:30, unless you are volunteering in the classroom. Volunteers must go to the office to check in, get a pass, and be announced before going to the classroom. Volunteers need to have Level 1 Clearance.
2. Any student, PreK3 through 8th grade, coming in after 8:30 a.m. must get a late pass in the office. No exceptions! Students will not be allowed in the classroom without a late pass.
3. Any parent coming in for any other reason, such as dropping off lunch, a field trip form, money for an activity, etc., must drop off the item in the office. Such items are not to be taken directly to the classroom.
4. Starting January 8, 2018, dismissal times are as follows:
  - a. PreK through Kindergarten – 2 pm. No early dismissal after 1:30 pm.
  - b. Grades 1st through 8th – 3 pm, except Wednesday at 2 pm. No early dismissal after 2:30 pm.
5. **Parents are not to go to the child's classroom for pick –up.** Parents need to wait by the gate. There, a teacher with a walkie-talkie will call the child's classroom for the child to be released.
6. Any parent who will be picking up their child early must stop by the office so staff can call the classroom to inform the teachers.
7. Once a student has left for dismissal, she will not be allowed to go back to the classroom. All possessions left in the room will need to stay there until the next day.
8. School staff will be wearing lanyards with an identification badge.
9. You may be asked on your way to and from your child's classroom regarding your purpose. Because the size of the school has increased, you may not know every staff member, and vice-versa. Please do not take offense to inquiries as we are trying to keep our children safe. We ask for your cooperation under these challenging realities.

10. Teachers and students will be participating in safety drills, so that if a situation occurs, we will not be completely caught off guard. Students will only be given vague information so as not to frighten them. Please be aware that sharing too much information could be harmful. If your child has questions, and they probably will, answer them in a way that will not frighten your child more. We want each child to feel prepared in the event of an emergency.
11. Please make sure that your emergency contact card is up-to-date.
12. Attached: 15 Tips for Talking with Children About School Violence ( [http://www.colorincolorado.org/article/15-tips-talking-chil . . .](http://www.colorincolorado.org/article/15-tips-talking-chil...) ).
13. While we are at this last stage of the construction, we are requesting that parents refrain from parking during morning drop off and afternoon pick up. Parking in the construction area is causing a delay in the completion of the site work.

Thank you for all your support!

Sincerely,

CRMA Staff and Administration