



IMPORTANT NOTICE

Dakota Valley Elementary School



PARENTS & GUARDIANS,

We have some important changes we will be implementing and want to make you fully aware of them.

*****~Please read this announcement in full~*****

SAFETY & SECURITY: With some recent events that have occurred in some area school districts, we would like to tighten our security at the elementary school so that we ensure we are providing the safest environment as is possible for our students, your children. As you know, we have been equipped with a security camera and doorbell for a few years now and visitors are required to ring the doorbell to gain entrance into the building. We have come to recognize most who do ring the doorbell and have become quick to just unlock the door and allow entrance. Here are the measures we will begin taking as of February 1st so please take note:

FOR EVERY VISITOR WHO COMES TO THE DOOR:

(doorbell is rung) OFFICE STAFF: "Hi, please state your full name and reason for visiting."

(name and reason provided) OFFICE STAFF: "Thank you, please come directly to the office."

We do realize this may take an extra second or two for you to possibly identify yourself (sometimes the camera angle, sun angle, or where you're standing in relation to the camera makes it impossible for us to see who it is) but we also have had some instances where we've simply unlocked the door and the recognized individual completely forgets to stop in the office and check-in; so it will help with our "checks and balances" system and we do appreciate your patience and cooperation with this new process.

BEFORE AND AFTER SCHOOL: The next thing we'd like your assistance with are the times that our front entrance IS unlocked.

BEFORE SCHOOL: As much as we understand the desire to walk your children all the way into the school in the mornings, we do ask that you not go down the hallways and into classrooms without checking in at the front desk or setting up with the teacher to make sure they will be available to meet with you that morning at that time.

AFTER SCHOOL: In 2014, we made the decision to no longer have the front doors unlock at 3:00pm.

We were not able to keep the building secure at the end of the day when there were so many parents coming into the commons. We began the new procedure where students come outside when the bell rings. First and foremost this was to keep the building secure, and secondly eliminate traffic and congestion while we are trying to dismiss 525+ students. For these reasons, we kindly ask that any business you need to conduct in the office be done AFTER the 3:10 bell and the doors unlock. We realize that if you are waiting for your child to be dismissed from school, you may have some extra time on your hands but we have found that when office staff is continually unlocking the door at or near the 3:00pm timeframe, our "secure building" becomes less and less secure.

Thank you for your cooperation and understanding,

DAKOTA VALLEY ELEMENTARY OFFICE