

December 12, 2017

Dear Roadrunner Families:

We hope this letter finds you and yours well at the end of the first semester.

In order to continue to improve student and staff safety, there will be a couple of security changes happening effective January 4, 2017 that will directly impact Roosevelt families.

All visitors to the school, regardless of the reason for the visit, must check in at the office before entering any other part of the building. Your driver's license will be scanned and entered into our visitor check-in software program. Office personnel will print off a visitor badge that will be worn while you are in the building. This will allow Roosevelt staff to ensure all visitors are safe to be in the building.

Also, effective January 4<sup>th</sup>, the north external doors to the building will remain closed and locked at all times. The drop off time will remain at 7:30 am. Students will need to enter the building through the southwest door (main door) or southeast door (off of Donald). We will use only the inner most lane for dropping off as a "drop and go" zone. We will have staff outside helping direct the flow to make this transition as smooth as possible, but we need your help:

- Use only the curbside lane and pull up as far north as possible
- Drop off at any point on the Roosevelt side walk
- ALL students will walk to and enter through the south door
- Like leaving a parallel parking spot - ***WITH CAUTION***, signal, pull out of the drop off lane (curbside lane) then proceed through the middle lane to the closest exit.
- Watch for other parents exiting or entering AND watch for staff and students crossing. Please be courteous and allow additional time if necessary.
- Please do not linger in the drop off lane. Drop students off and exit quickly to allow other cars to enter.
- If you need to walk your student in, visit the office, etc., please park in a parking spot and then enter the school.
- Please see the diagram on the back for a visual description.

Thank you for your patience and understanding as we move through these necessary transitions to ensure your student is even safer at school.

Sincerely,



Paula Rice, Principal