



February 28, 2018

Dear Parents,

We are all saddened by the recent tragic event in Florida. As a result of this, we are reminded of the district's policy on safety and school visitors (Policy/Regulation KM/KM-R). Protecting our learning environment for all students is our top priority. To ensure students safety, we are asking that you please adhere to Heard Elementary's procedures:

- All visitors **MUST** report to the front office with a valid driver's license/identification card **BEFORE** moving throughout the building. You will receive a yellow printed pass.
- Visitors should wear the pass in plain view for all staff members to see.
- All visitors must contact the teacher via email at least 24 hours in advance to observe in the classroom.
- Once the visitor has concluded his/her business, he/she must sign out in the front office.
- We are asking that parents not ask to drop off items to a class once instruction has begun. There will be a designated area for item drop off and pick up at non-instructional times.

Thank you for your prompt attention and understanding with this matter,

Administration