



Miami-Dade County Public Schools

giving our students the world

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August 19, 2013

Dear Parents:

As we begin a new school year, it is important to emphasize that the safety of our students is a foremost priority for everyone. Key Biscayne is an island paradise, however, events across the country teach us that we cannot confide in the apparent safety of our community and expose our children to possible harm. You entrust to us your greatest treasure, your children, and we have an obligation to keep them secure.

To that end, we want to make sure that we are all following the procedures outlined below:

- **All visitors are required** to sign in at the main office and wear visitor identification badges before going to a classroom or anywhere else on school grounds. This includes parents who have scheduled teacher conferences or are bringing things to their child or child's teacher.
- **All volunteers are required** to sign in the Volunteer Log Book at the main office and wear their volunteer identification badge when in the building. This includes parent volunteers, student interns, and any other community volunteer.
- All visitors will be routed through the central artery of the school (the walkway which connects all the buildings), where a security monitor is stationed.
- Supervision is provided for students as early as 7:40 a.m. Pre-K through first grade students should go to the cafeteria where they are picked up by their classroom teachers at 8:10 a.m. Students in second through fourth grade must proceed to the P.E. shelter after breakfast where adult supervision is provided for them until they are picked up by their teachers at 8:25 a.m. Students in grades fifth through eighth should go to the middle school cafeteria spill-out area until fifth grade students are picked up by their teachers and middle school students report to homeroom at 8:25 a.m. **Students and parents should not wait outside the classroom door for teacher to arrive.**
- Parents should drop off students at designated areas of the school, West McIntyre Street (Pre K – 2nd grade), the ramp on Glenridge Road (3rd – 4th grade), and Ridgewood Road (5th – 8th grade) until 8:35 a.m.
- **At 8:35 a.m. all exterior doors will be closed and tardy students must come through the Ridgewood entrance and report to the corresponding main office (Building 4: PreK – 5th grade and Building 6: 6th – 8th grade) for a late pass.**
- **The double doors on the north end of Building 1 (which houses Kindergarten and first grade) will be kept locked all day long** (except from 8:10-8:20 a.m. when teachers are picking students up from the cafeteria). These doors are to be used only as an exit, not as an entrance.

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- The double doors on the south end of building 1 (by security) are the main entrance to this building.
- **The four sets of double doors of Building 4 are closed from 8:35 a.m. to 3:05 p.m. (1:50 p.m. on Wednesdays). They are to be used only as exits.**
- The only entrance to Building 6, the middle school building, is through Ridgewood Road.
- Parents who wish to take their children out of school early must sign them out at the main office. Students are released to the parent from the main office, not directly from the classroom. **Students will not be released during the last half hour of the school day.**
- Parents should pick up students at designated areas of the school, West McIntyre Street (Pre K – 2nd grade), the ramp on Glenridge Road (3rd – 4th grade), and Ridgewood Road (5th – 8th grade).
- Parents are reminded to pick up their children promptly at dismissal time (3:05 p.m./1:50 p.m. on Wednesdays).

Our children's safety is far more important than the inconvenience that these security precautions may cause. We thank you for your continued support and cooperation.

Sincerely,



Silvia P. Tarafa
Principal