



Columbia Heights Public Schools create worlds of opportunity for every learner in partnership with supportive small-town communities by challenging all to discover their talents, unleash their potential, and develop tools for lifelong success.

---

September 17, 2014

Dear Parents or Guardians,

To protect our students and staff, we ask that all Highland Elementary School parents, guests, and visitors use the following procedures during the hours of 7:00 a.m. and 3:00 p.m.

- Enter the school *only* by the front doors
- Sign the visitor's log, present identification if necessary, and obtain a pass before visiting halls or classrooms.
- **Limit** escorting your child to their classroom unless you need to communicate with a staff member, independence is an important skill in elementary school.

Please note that the outside doors will be locked at all times during the school day and after the tardy bell rings each morning. Students and staff can exit through all outside doors, but entry will not be possible.

Secondly, classes will not be interrupted after 1:30 p.m. without prior written notice- **FOR ANY REASON**. We appreciate if you send a note with your child if you plan to pick up early. If an emergency arises during the school day that changes dismissal for your child; you must call the classroom or the office (763-528-4400) before 1:30 p.m. Otherwise your child will be dismissed at 2:20 p.m.

We realize that these security procedures may be somewhat inconvenient for parents, students, and staff. However, it is necessary for us to take special precautions to protect our children.

Sincerely,

Michele DeWitt  
Highland Principal