



“The PRIDE of Etiwanda”

Etiwanda Colony Elementary
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July 25, 2019

Colony Families,

One of the wonderful attributes that makes Etiwanda Colony a tremendous place to serve and work with our students, team members, and families is that of the community connection that is felt around campus. **OUR** school provides a wonderful, caring learning environment and atmosphere for **OUR** Cubs. In a continued effort to put safety first at all times during the day, changes were made last year to student arrival and dismissal procedures. These changes were put in place for the purpose of adding another layer of safety for all who are on campus. They are intended to keep safe all who are supposed to be on campus. Through conversations with local law enforcement, School Site Council, Safety Team, Watch D.O.G.S., our school leadership team, and PTA it was decided that the transition to a *secure campus* would start last year. Etiwanda Colony Elementary has become one of several schools in our district to implement a *Secure Campus*. Our sister schools, D.W. Long and Falcon Ridge also implemented a secure campus last year. This safety protocol provides parents with the peace of mind that all of our gates are secure at all times. This means gates will be closed during the day as well as before and after school, and that all adults on campus will have to check into the office with the appropriate identification and have a purpose for being on campus. We greatly thank you for your support in creating a safe campus for your student and all students.

This was a change for our school community. It can be difficult or hard to understand; however, our main purpose was to add the additional layer of safety. Additionally, I would like to continue preserve the sense of community by outlining various ways that you can still access the campus throughout the school day.

Secure Campus Procedures will resume on: Tuesday, August 6th – (parents & guardians will be able to access the campus on the first day of school, Monday August 5th).

ARRIVAL/DISMISSAL PROCEDURES

1st grade -5th grade ARRIVAL:

- Before school, students will be dropped off along the main drop off by the A gate – see our Welcome Back letter. This entry point will only allow students to enter the campus. This will be our Hugs and Kisses gate for parents to say goodbye for the day.

1st grade -5th grade DISMISSAL:

- Our campus exit points (all gates) will only allow students to exit. Parents, middle school students, and other guests will wait outside the gates and wait for students to exit to ensure the campus remains secure as we have additional after school programs occurring.
- Please remind your student to leave class immediately and walk to the pick-up area so their car is not waiting. Students will be reminded to always watch for their car attentively with their items ready to go.

TK and KINDERGARTEN (K) ARRIVAL & DISMISSAL:

- Arrival
 - A.M. K students will enter through “A” gate at 7:50 a.m. and may be walked by a parent/guardian to the kinder gate onto the kinder playground. This is where parents will wish their child a wonderful day and say goodbye. Any late arrivals will need to go through the office as the gate leading to the kinder playground will be closed at 8:05.
 - P.M. TK and K students will be dropped off in the kinder loop on Banyan at 11:15 (when supervision begins) or may park in a parking spot in the main lot and walk their child to the lower kinder gate. This is where parents will wish their child a wonderful day and say goodbye. Any late arrivals will need to go through the office as the gate will be closed.
- Dismissal: Teachers will discuss this topic at Back to School Night on Tuesday, August 6th.

WALKING TO CAMPUS ROUTES:

- Please walk with your student(s) on the side-walk and use our crosswalks.

CHILD CARE:

- Students are required to report to child care right after school for check in.

HOW CAN I STILL BE A PART OF THE SCHOOL COMMUNITY? VOLUNTEERING ALLOWS FAMILIES TO HELP MAINTAIN THE SENSE OF COMMUNITY AT COLONY!

WHEN DO YOU NEED TO COMPLETE THE VOLUNTEER PROCESS?

- The volunteer packet needs to be completed before you enter campus for special events, library access before/after school, and for volunteering. We highly recommend *every* person that thinks they will come onto campus for anything, fully complete the volunteer process at the beginning of the school year. The packet is available in the school office. The person completing the packet must turn it into the school office with a valid picture identification card to complete the process. We will begin utilizing the State of California's Megan's Law website to assist in our process.

VOLUNTEER/VISITOR PROCEDURES

- Each volunteer will sign in at the front desk and will be given a volunteer badge to enter campus. It is important that volunteers wear this badge at all times while on campus, as visitors without a badge will be escorted back to the office.
- When leaving, parents are required to leave through the office, sign out, and return the badge. Please do not exit through our school gates. **All school gates should only be opened and closed by school staff.**

COMMUNICATING WITH YOUR STUDENT'S TEACHER:

- We believe in the importance of having good teacher-parent communication. We want to remind you of possible methods to contact your child's teacher. You may email your child's teacher or call the school. If you call during instructional hours, we will provide a message to the teacher. We always recommend setting up an appointment with your teacher since they have many duties on campus. If you have an urgent message, please contact the school.

LIBRARY ACCESS:

- Our team believes in the power of books and in our community accessing our resource filled library. Parents are welcome to accompany their students to the library before and after school. Please remember to have a Volunteer Packet filled out and check in through the school office. Remember, the volunteer badge must be visible at all times while on campus.
 - Before school: Monday- Friday 7:50-8:10 AM
 - Students may return books, check out new books, and take AR quizzes (2nd-5th).
 - After school: Tuesday- Friday 2:45-3:30
- Students may return books, check out new books, take AR quizzes (2nd-5th) or work on assignments.

OPPORTUNITIES TO GET INVOLVED ON CAMPUS!

CLASSROOM VOLUNTEERS:

- Teachers create their classroom volunteer schedules. You must coordinate this with the teacher to come onto campus. Parents will be permitted onto campus after volunteer times begin.

WATCH D.O.G.S.:

- Come to the office, complete the Volunteer Process, sign the WATCH D.O.G.S paper and join in on the fun!
- We welcome WATCH D.O.G.S. to run an activity during recesses such as basketball drills, reading a story, jump roping, hula hooping or additional activities.
- We would love to have your help with traffic.
- Whether you can offer to come a few mornings or would like to volunteer one day a week for the year, we would love to have you!

WONDERFUL PTA PROGRAMS:

- We would love to have you help with any of our amazing PTA programs that help our school so much. Please continue to work with our PTA for a variety of volunteer opportunities around campus.

Thank you for your continued support. We look forward to a fabulous school year!