March 2018

Dear Cherokee Families,

Keeping our children safe while at school is our top priority and many safety measures are in place at Cherokee to safeguard students, staff and our community. At our PTO meeting last week, we shared information with families regarding the policies and procedures in place. This information is included with this letter for your reference. I would also like to remind you of the following:

**Student Arrival and Dismissal:**
- Morning music begins at 8:27 am. It is important that parents sign in their children if they arrive school begins at 8:33 am.
- Any student receiving breakfast or working as a service squad leader may enter the building through the front entrance beginning at 8:15 am.
- Students are dismissed at 3:18. Any child left after 3:29 will be sent to SACC (latchkey). There is a registration and hourly fee for this service.

**SACC (School Age Child Care):**
- SACC/Latchkey is available for a fee to all families from 6:30 am until 6:00 pm.

**Adult Entrance into Building:**
- All adults must enter Cherokee through the main/office entrance. All other entrances are student-only-entrances even at arrival and dismissal times. To gain access to the building, adults must proceed to the office.
- Each person must be buzzed in through the front office individually and must show ID; therefore, please do not hold the door to let anyone into the building at any time. This includes the after/before school SACC entrance.

Thank you for reviewing this information and respecting the policies and procedures put in place to ensure a safe and secure learning environment for all.

Lynn Mair, Principal
CHEROKEE ELEMENTARY

School Access:
- Card access systems are used at all entrances. Employees have identification badges and a card access system to enter and move about the building.
- Perimeter doors are locked at all times. Classroom, Pod and interior doors are secured.
- Forty indoor and outdoor security cameras are on at all times, are visible and monitored from the front office. District is working with local police agencies to provide them with access to the cameras (COMTEC system).
- Guests are screened by office before entry and must show photo I.D.
- All guests **must** enter through the front office, sign/check in with staff (even during arrival and dismissal times). Visitors must wear a visitor badge.
- All volunteers must have updated criminal background checks.
- SACC: All parents must be buzzed-in individually and show photo ID. We appreciate kindness and consideration for others, but require this process.

Student Role:
- Regularly talk to our students about the importance of reporting situations that make them feel uncomfortable or unsafe.
- Encourage students to follow safety procedures.
- Students practice various drills throughout the school year: fire, weather and other emergencies.
- Safeties at doors are supported by Cherokee staff - no entrance, any person, any time.
- Students use a badge system when moving independently throughout the building.

Staff Role:
- Staff monitors students during indoor/outdoor recess and during morning arrival and afternoon dismissal.
- Our staff have procedures in place of what to do in various situations and in various locations (e.g., at recess, at lunch, in other common-areas).
- Our staff and students regularly practice drills for emergency situations. Different level of drills depending on what is happening: 3-levels of lockdown (hallways-closed, lockout and lockdown). Staff and students are trained and practice these drills.
Community Support:

- School wide plan was developed by the Macomb Intermediate School District and input from Clinton Township Emergency Manager. Final plan and procedures are specific to Cherokee and address various situations.
- Officers from the Clinton Township Police Department visit and walk through our building at least twice a week.
- In process of contacting neighborhood families to develop off-site command post and gathering/meeting area.

Communication:

- School Messenger
  - Our office/district utilizes the School Messenger system to share information with families in a timely manner. Be sure to sign-up and keep the information updated. Please be sure to inform the office and your teachers of any changes to contact information such as cell phone numbers, addresses, or changes in custody.
  - To access School Messenger: http://www.chippewavalleyschools.org/for-parents/parent-portal---school-messenger-help/
- Walkie Talkies
  - All staff have walkie talkies.
- Phones
  - All classrooms have phones with an emergency alert system.
- Panic Button
  - In process of establishing a Panic Button system that locks down building and contacts outside support services.

Local Agency Support System
Families can sign up at http://www.nixle.com/