



# Manistee Area PUBLIC SCHOOLS

550 Maple Street | Manistee, MI 49660  
Phone: 231-723-3521 | Fax: 231-723-1507 | Web: ChipsLead.org

Superintendent: Ronald J. Stoneman  
Business Manager: Howard J. Vaas

June 14, 2019

Dear Jefferson Families;

As one school year ends, we begin planning for the next. Throughout this past year, we have been closely monitoring activity within our building to identify ways to improve our safety procedures. Additionally, we have worked with parent groups to identify potential solutions to ensure the best possible learning environment for our students. In doing so, the immediate needs that surfaced were building access and pick-up and drop-off procedures.

In order to create the safest environment for our students and staff, we have adopted a Locked All-Day Policy. This policy will require exterior building doors to be locked at all times. Only students will be permitted inside and will be escorted inside by Jefferson staff members. Any other person wishing to enter the building will need to make use of our door buzzer system in order to gain access.

The morning drop-off procedure will be as follows:

- Bus schedules will be coordinated to ensure that all drop-offs occur from 7:30 to 7:45 am on an expanded bus lane located on Bryant. Dial-A-Ride drop-off will occur at the corner of Bryant and Elm Streets.
- Parent drop-off will be designated on Elm Street in front of Jefferson Elementary. In order to avoid any traffic congestion related to bus drop-off, we are asking parents to arrive between 7:45 and 8:00 am. At this time the bus lane will be clear, and parents will be able to make use of the bus lane on Bryant as an additional drop-off location.
- Parent drop-off will no longer be allowed in the parking lot in order to ensure the safety of our students. The only students that will be permitted for drop-off in the parking lot are those with special physical requirements.
- Once dropped off, students will gather in the school yard where they will be under the supervision of Jefferson staff. If desired, parents can walk their students to the school yard in the morning to say their goodbyes. From that point they will be in the care of Jefferson staff.

Please be assured that the safety of our students is our top priority. We will continue the important work of reviewing and updating our safety procedures in order to ensure a safe learning environment for all students. Please let us know if you have any questions or concerns. We look forward to a great 2019/20 school year.

Sincerely,

Julia Raddatz

Julia Raddatz  
Principal  
Jefferson Elementary School