



HIGHLANDS SCHOOL DISTRICT

HIGHLANDS ELEMENTARY SCHOOL

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Samantha R. Perlik, Principal

Kristie Gizienski, Assistant Principal

September 13, 2019

Dear families,

We are very excited to share that the project to repair the historical clock tower at Highlands Elementary School is scheduled to begin. As safety is always our highest priority, this letter outlines pertinent information to ensure the welfare and security of all students and adults entering and exiting the elementary school.

- The contractors plan to start delivering materials and assembling the scaffolding on Monday, September 16, 2019.
- The main entrance of the building will be closed during the time that it takes to erect the scaffolding.
- Upon completion of the scaffolding, there will be limited access to the main entrance. Adults will use the steps on the right side when facing the front of the building. Caution tape will obstruct the steps on the left side of the building.
- The base of the scaffolding will be enclosed by fencing for safety and security. "Wrap netting" will be used to cover the scaffolding above the entrance to protect those adults using the main entrance.
- Car riders and walkers will continue to be dismissed from Door 20 in the alcove area.
- Adults arriving at the school with a student or picking up a student early from the school must use Door #12 in the rear of the building. This door is located across from the church and is otherwise known as the "Butterfly Garden Door." Please use the doorbell at Door #12 just as you would when arriving at the main entrance.
- The time of day in which adults request to pick up a student early for an appointment will be restricted as there are times throughout the day in which there is reduced office staff. Please adhere to the following times to pick up your student when planning appointments:
 - 9:30 a.m. – 11:30 a.m.
 - 1:30 p.m. – 3:15 p.m.
- It is important that students arrive to school on time. If your child is tardy for school during this period of construction, please plan to bring your child to Door #12 as well.

The duration of the construction process is estimated to be approximately 7 weeks. As with any construction project, there are no guarantees as unforeseen setbacks are always a possibility.

The students are our most precious assets. The information and guidelines set forth are solely to protect the children as well as the adults who are arriving and departing the school building. The observance of these guidelines is greatly appreciated.

Sincerely,

Ms. Samantha Perlik, Principal