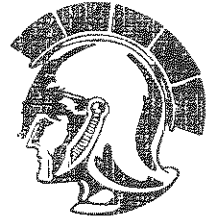




Richmond R-XVI School District
Dear Elementary School
Office of the Principal

701 E. MAIN STREET
RICHMOND, MISSOURI 64085-1914



Principal
(816) 776-5401

*Serving the communities of:
Camden, Henrietta, Knoxville, Millville, Rayville and Richmond*

Fax
(816) 776-2110

August 1, 2016

Dear Elementary School Families,

We would like to remind you and/or make you aware of our security procedures at Dear Elementary. When you visit our school, you will enter through the front exterior doors at Dear. Then you will be required to press a buzzer in our inside locked entryway. This will inform the office that you are waiting to enter the building. Our secretary, Chris Bartz or other office staff, will be able to view you from the front desk camera. Please announce your name and purpose for coming and she will release the door lock. For example, "I am John Doe, Adam Doe's father and I am here to pick him up." We may ask you to identify yourself even though you may assume we know who you are.

Please be patient with our office staff as sometimes we are having to multi-task. You may have to wait if Mrs. Bartz or the other office staff are on the phone or otherwise busy. In all cases, we will be doing our best to be timely, friendly, and respectful of our visiting parents and community members. Our main goal, of course, is to meet the safety needs of our children.

Thank you for your understanding and support. If you have any questions about the security system or our procedures for visitors, please contact the Dear office at 816-776-5401.

Respectfully,

Piper Peterson, Principal