



Buffalo Public Schools
Dr. Kriner Cash
Superintendent of Schools

Hillery Park Elementary School # 27

Vincent Vanderlip
Principal
Samantha Nasca
Assistant Principal
Andrea Lee
Assistant Principal

To: Hillery Park School Community

Date: October 7, 2019

We are now in our 6th full weeks into the school year. By this time students have been taught all the protocols, procedures and practices we have here at Hillery Park Elementary. Now we need our parents, families and guardians help us by adhering to a few of our policies and procedures. The following areas will help us keep our building a safe organized place for students to learn:

Morning drop off:

Students who are not taking the school bus must be dropped off and enter the Pawnee Pkwy side doors. Parents please do not drive in the main drive way in the morning. This creates a dangerous scenario with buses. Now that we are in the 6th week of school, students no longer require parents to walk them to classrooms. Even our youngest students are able to make this transition now.

Late students:

Student who arrive to school after 9:30 am must report to the Main Office to sign-in. Parents who are dropping students off are required to bring the student into the Main Office and sign their student in late. Students should never be dropped off at the Main entrance and left to come in alone. This is a huge safety concern as students in other schools have gone missing as a result.

School visitors:

We have many people visit our building every day. From the Superintendent to the UPS delivery man. Regardless of who you are, you are not permitted to be in our building without signing in the main office and getting a visitors pass. Our office is often a busy place, and we thank you for your patience and cooperation in advance.

Classroom visits:

We encourage parents to be engaged in their children's learning. If you wish to visit a classroom and speak with a teacher, it is always best to set up an appointment prior. However, if you are visiting and wish to visit a classroom, again we must insist that you stop in the Main Office. We will contact the teacher, provide you with a visitors pass and have an administrator escort you to the classroom.

Please understand that every one of these policies and procedures are in place to keep your child or family member safe. We need to know who is in our building and must have orderly systems to maintain a quality learning environment.

Thank you,

Vincent T. Vanderlip

73 Pawnee Pkwy. Buffalo, NY 14210
(716) 816-4770 ♦ Fax (716) 828-4771

“Putting children and families first, to ensure high academic achievement for all.”