

# DON ESTRIDGE HIGH TECH MIDDLE SCHOOL

1798 NW SPANISH RIVER BOULEVARD BOCA RATON, FLORIDA 33431 . (561) 989-7800. WWW.DEHTMS.COM



August 9, 2019

Dear Don Estridge High Tech Middle School Parent/Guardian:

Safety continues to be a priority for the leadership team, faculty, and staff at Don Estridge High Tech Middle School. School personnel have reviewed all safety and emergency protocols, and we will continue to review and practice these throughout the school year.

As your family prepares to join us for the school year, there are some things I would like to share with you that pertain to school safety and security.

All visitors should plan to state their name, child's name, and the reason for visiting the school to the monitor at the entrance of the school parking lot. The school monitor will then verify your visit with the front office. Please have a form of ID ready and give yourself extra time to go through this checkpoint.

All students, adults, staff, and visitors must wear an ID badge. Visitors signing into the front office will be asked to show an ID to create a visitor ID badge. Visitors coming to the school, while classes are in transition, will be asked to wait outside until class changes are complete.

At the direction of School Police, all drills will begin early in the school year and continue all year. Drills will not be announced in advance of the drill to students and most staff. Parents can expect a robo-call at the end of the day to advise a drill occurred that day. Please speak with your child about the importance of taking these drills seriously while following all instructions. Your child should report to you that the classroom teacher took the drill seriously and provided clear instructions to students. If this is not your child's experience, do not hesitate to contact a member of the leadership team.

In the event of an emergency, the school and district will utilize the robocall system to provide details and announcements to you. It is important that your contact information, including cell phone and email, stay up to date with the school. School personnel will not be able to manage phone lines during an emergency – the information you need to know will be sent to you by the robocall system.

During code red and code yellow lockdowns or drills, the school cannot allow individuals to come onto or leave the campus. On rare occasions, code red and code yellow lockdowns may delay dismissal, most frequently as a result of law enforcement activity in the surrounding neighborhood. In all cases, the school will always notify parents if dismissal is delayed and when students finally begin dismissing. As with any other security related event, please do not call the school during this time. Phone lines must be kept clear for emergency purposes.

**RACHEL CAPITANO**  
Principal

**RICHARD POORMAN**  
8th Grade Assistant Principal

**BRIAN FITZPATRICK**  
7th Grade Assistant Principal

**JUSTINE YOUNG**  
6th Grade Assistant Principal

**JAMIE THYNG**  
Choice Coordinator

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On July 1, 2018, any type of threat to a school was elevated to a second degree felony. Before you allow your child a cell phone or social media account or if your child already has these things, make certain he or she fully understands the consequences for creating or sharing such content. Please also speak to your child about engaging in conversations, even in jest, that could be perceived as a threat to a school or other students.

I also encourage you to sit down with your child and review the student code of conduct. Every student has a right to a learning environment free of distraction and danger and my leadership team will enforce student discipline within the guidelines of the discipline matrix to safeguard the education environment for all students. Every day, students come to our great school and make good decisions that reflect positively on themselves, their parents, and their school. When they do not do this, there are consequences that are clearly delineated in the code of conduct.

The Fortify FL App makes it easy for students and parents to report information to law enforcement and school personnel. Please take some time to familiarize your family with the App's features. This platform is also available to students on all district computers. Reports of a weapon on campus or a threat to a campus are almost always from our students – it's important students continue to trust their gut and alert school officials to perceived or real dangers.

Speaking of cell phones, the parent pick-up and drop-off areas are cell free zones. Please be alert and stay off your phone as you enter and leave the drop-off and pick-up areas.

Students are not permitted on campus before 8:55 A.M. unless they are enrolled in our early care program. Students should only stay on campus after school for designated extracurricular activities that school personnel are assigned to sponsor. The school campus is not intended to be used as an unsupervised hang out for students. Please verify that your child has a designated and deliberate after school activity if they have conveyed to you they are staying on campus after dismissal.

Across the country, schools are still among the safest places for students to go each day, but our procedures and protocols will continuously evolve to ensure students feel safe.

Thank you in advance for your support this school year. The entire Don Estridge High Tech Middle School faculty looks forward to sharing this school year with your family.

Sincerely,  
  
Rachel Capitano, Principal