

Parents and Visitors on Campus—Routines and Expectations:

At all times, any non-staff adult who visits school should have a clear and positive purpose for being on campus. Because our number one responsibility is to keep our students and staff safe, you should expect staff to ask about your purpose if it is not clear. Any non-staff adult presence adds a level of safety and supervision concern for us. We trust you understand our commitment and responsibility for school safety. This includes parents, volunteers, guest speakers, or other visitors.

- If dropping students off from a car at the start of the day, first and foremost DRIVE SLOWLY! Parents are expected to stay in the queue line at all times and never pass another car until you are safely away from the school campus. Follow the directions of the supervisors and student patrol; only allow your child out of your car when you are in the “safe to load/unload” zone and when your car has come to a full stop. If you need to get out of your car, you should pull into a parking space and not do so while in the load/unload line.

- If you have walked with your child to school, say goodbye to them at the front door. Students will walk into the building and to their designated spot by themselves (most will go through or around the building to the undercover play area where they will meet their teachers for morning entrance). Students are under our supervision when they enter school—the fewer bodies in the building allow us to do a better job of maintaining student safety.

- When picking your child up at the end of the day, if by car, stay in your car and in the parent pick up queue. If you have to exit your car, you should park in a marked parking stall out of the parent pick up line. With student patrol and staff supervision, we have a routine to get your child safely into your vehicle in the loading zone. If you are walking from the campus or to your car with your child, you will greet them outside the main doors of the building. We are not allowing parents to wait in the office or the foyer of the school at dismissal time. Again, this is a safety measure for us!

- Anytime you want to enter our building, you must enter through the main doors at the front of school AND register at the front office. If you need to see your child, we will call for them to come to meet you in the office. We no longer are allowing parents to walk to their child’s classrooms

unescorted unless a staff member has granted permission and the classroom teacher is aware of the parents’ presence. Parents will meet their child either in the office area or outside.

- We HIGHLY encourage you to make all non-emergency appointments outside of the student day. In the rare circumstance in which you must check your child out early from school, you, or an adult you have appropriately designated as a safe person in advance with the front office staff, will need to personally sign them out on the log in the front office. Your child will then be called down to meet you. And due to the change in district policy regarding Tardies and Attendance, if you check your child out early from school, they will be counted tardy.

- If at any time you are going to stay for a period of time to either volunteer in a classroom, meet with staff, help a staff member with an approved job, conduct PTA business, chaperone, or for any other reason with a clear and positive purpose, you MUST wear a Visitor’s badge given to you when you register upon entering. The only appropriate exceptions to this would be for conference weeks, school-wide events, or when you are in the direct company of a staff member from entrance to exit.

- If you are intending to visit a classroom, you must have that teacher or staff member’s permission “granted ahead of time.” Any call to the classroom to check to see if the teacher is expecting you is a disruption to the learning environment. Teachers are expected to give the office advance notice of volunteers. If they are not expecting you, you will be directed to make an appointment at a later time—we will not allow you to visit without permission.

- If you want to eat lunch with your child, please try to let either the teacher or front office know ahead of time. Check in at the front office for a visitor’s badge. After lunch, please allow your child to experience recess with their peers saying goodbye to them once you are done eating and recess has begun. We will not allow parents at recess unless your presence has a staff member’s prior approval.