

## **Safety and Security**

### **EMERGENCY INFORMATION and ONE CALL NOW**

Parents and Guardians are required to keep the school informed of any changes of address, phone numbers, parent work numbers, or emergency contact information.

ONE CALL NOW is an automatic calling system that delivers important school information, including early dismissals and emergency closings to you automatically by calling the phone numbers you provide. **IT IS IMPERATIVE THAT YOU KEEP YOUR CONTACT INFORMATION CURRENT.**

### **EMERGENCY LOCK DOWN**

In the event of an emergency lock down for safety reasons, no one will be allowed to enter or leave the school. Safety drills include fire drills, outside evacuations, and lockdowns. Safety drills are conducted monthly.

### **PROPERTY INSPECTION**

In accordance with Board policy, storage places provided to students in school may be inspected by school personnel at any time.

### **ARRIVALS**

School begins at 8:30 A.M. Children may not be dropped off until 8:30 A.M. They are not permitted in the building until then, nor are they allowed on the playground or parking lot areas. Please wait in your car and stay in line, until you are in front of the building, and then drop off your child, exiting the vehicle from the curb side. Children driven to school enter through the front doors, assisted by school staff. Children arriving after 8:36 A.M. will be marked tardy and must obtain an "Admit Pass" from the Central Office before going to their classrooms.

### **PARKING**

Parking is not permitted in front of the school during bus hours, 8:15 to 8:45 A.M. and 2:45 to 3:15 P.M. Parking is available in the side lot. **REMINDER:** Passing the bus when lights are flashing is a moving violation. Please be cautious for the safety of our children.

### **VISITORS ENTERING THE BUILDING**

All visitors, including parents/guardians, will be asked to identify themselves and their purpose before being admitted by the office staff. Visitors will be asked to sign-in and obtain a visitor pass. The visitor pass must be clearly visible while in the building. Anyone not in possession of a pass will be asked to go to the Central Office. It is the policy of the school not to allow interruption of classes while in session. **Parents/guardians or other**

**visitors attending special class events must have prior approval from the principal.**

### **DISMISSAL**

- Dismissal time is 3:00 P.M.
- Parents/Guardians who want to pick up their child must notify the Transportation Coordinator in writing, and report to the cafeteria to sign out the student.
- Park in the rear of the side parking lot to enter the cafeteria.
- The Chief School Administrator or her designee will not release a child without proper identification and approval.
- Children need to hand in all notes promptly to the homeroom teacher upon arrival. Calling in to make changes is strongly discouraged. DO NOT leave a voice message concerning transportation changes as it may not be heard in time.
- Students will not be allowed to switch buses in the afternoon unless the school has a valid written note from the parent/guardian and it is approved by an Administrator.
- Students staying after school, or not taking the bus, must have written permission from the parent, given to the teacher in the morning. Phone permission will only be granted under extreme emergencies. Parents must pick up children at the designated time.
- No student and/or parent will be allowed beyond the security gates located in both the upper and lower wing hallways after dismissal. Children must take all of their homework, books, and belongings with them at dismissal, as they will not be allowed to return to their classrooms.

### **REQUESTING EARLY DISMISSAL**

- A parent's request for early dismissal must be in writing and given to the homeroom teacher by the child in the morning. The note should state a valid reason for early dismissal.
- Parents/Guardians are required to sign into the building and sign out their child, providing proper identification at the Central Office. All children will be called to meet the parent at the Central Office. Parents are not allowed to go to a classroom to get the student or the student's belongings.
- Students are not permitted to leave the school before the end of the school day except in the presence of his/her parent or legal guardian, or an agent of the parent/guardian who has written authorization.