

September 2018

Dear Parents and Families,

The school year is off to a wonderful start! As I expressed in my newsletter, the children came back with such excitement and enthusiasm! It has been great to see them again. With the start of the new school year, it is important to review the expectations for visiting our school and other procedures to ensure student safety. Please see the guidelines and other pertinent information below.

The school hours are officially 7:45a.m. – 2:40 p.m. (Prekindergarten 8:30 a.m. – 2:40 p.m.).

Entering the School Prior to 7:45 a.m.-

- Students may begin entering the building at 7:00 a.m. either through the auditorium entrance doors or through the elementary school entrance doors. There is a staff member at each area.
- Parents dropping off their children in the morning should use the drop off zone located near the Elementary Entrance. We have a staff member assigned to this location who will ensure your child enters the building. Please do not drop your child off in the parking lot. It becomes a safety concern with children walking in the parking lot due to the high volume of traffic.
- Parents may sign in at either entrance if they wish to enter the building to accompany their child to the cafeteria or to the gym until their child's teacher picks up the class.
- Parents should only be waiting with their child in these locations. Please do not walk your child up to the classroom before the start of the school day.
- When teachers pick up their classes, it can be very difficult to meet with parents to discuss any problems or concerns. If you need to meet with your child's teacher, please set up an appointment. Calling or emailing are also options.
- Parents of prekindergarten students may wait with their children in the hallway, 8:15 a.m. – 8:30 a.m. until the teachers move them into the classrooms.

Visiting the School 7:45 a.m. – 2:40 p.m.-

- During school hours, visitors must enter through either the Junior-Senior High Office or the Elementary Office. You will be buzzed into a security vestibule to state the purpose of your visit. Please be prepared to show identification.

Reasons to Enter the School 7:45 a.m. – 2:40 p.m.-

1. You have a scheduled appointment with someone in the school.
2. To attend a special event.
3. To volunteer in the classroom with the teacher's approval.

Entering the School 2:40 p.m. – 5:00 p.m. -

- You may enter through the JSHS Entrance or Elementary Entrance.
- After 3:30 p.m. only the JSHS Entrance can be used.
- For special evening events doors are generally unlocked for visitors to attend.

Expectations for Visitors –

- Visitors are expected to be respectful at all times when in the building.
- Visitors must wear visitor stickers at all times during school hours.

Your support is truly important to us. When you do visit our school, please remember our expectations that are outlined above. Thank you for abiding by these guidelines.

Sincerely,

Jeffrey M. Palmer
Elementary Principal