

New Procedures for Visitors 2018-2019

For security purposes, at the start of the 2018-2019 school year, a new procedure will be in place for visitors. Upon arrival at the school, visitors must ring the buzzer at the main door. You will be asked to state your name and business. Upon approval, you will then be buzzed into the foyer. Visitors that need admittance past the foyer will need to present a valid, government-issued photo identification such as a driver's license, state ID, military ID, Permanent Resident ID card, or passport at the check-in area. Visitors that are dropping off homework, treats, etc. can leave the materials with the office personnel with the student's name and homeroom teacher written on it.

Early Dismissal Requests/Excusal of Students

Requests to be excused will be from the parents or guardians in writing and the excuses must be brought to the office before class starts in the morning. Parents will be required to check-in via the process the school has set up (e.g. by grade level, by child's last name, etc.) Individuals will be required to present a valid, government-issued photo identification such as a driver's license, state ID, military ID, Permanent Resident ID card, or passport at the check-in area. Students will be released **ONLY** to individuals documented as emergency contacts. Once identified as an authorized individual, school personnel will direct you to another location where your child(ren) will be brought to you. Individuals may be asked to show identification multiple times and before leaving the site.

****Further information will be provided in the 2018-2019 school handbooks.**