

# Attention!!

Parents and Guardians, due to recent events, the teachers and staff at Meadows Elementary School are focusing heavily on the safety of our students, teachers and staff. We believe that a safe, nurturing and inviting environment is essential for our students. In this letter, we will be outlining our existing procedures for morning arrival and evening dismissal as well as changes you can expect when you enter the building. We will have the support of a resource officer to help enact these procedures consistently. We understand that these procedures may not be convenient, however, we believe these procedures are paramount to the safety of our teachers, staff, and most importantly, our students.

Please see below for our procedures:

## Morning Procedures:

- Morning walkers and bus riders enter through Door 11 on the Washington Blvd. side of the building.
- Door 11 is for students only. No adults may enter through this door. If you would like to accompany your child into the building, please use the main entrance in the rear of the building.
- Door 11 will be locked at 7:45 am. Any students arriving after 7:45 am, must enter the building from the rear of the building. Please use the gym doors before 8 am or use the main entrance after 8 am.
- Students arriving by car, please enter through the gym doors. There will be a staff member on duty to assist students from 7:30 – 8:00 am. Please do not drop off your child prior to 7:30 am. Do not let students out of your vehicle while on the side of the school. Students should not come through parked cars by the main entrance. Please pull all the way behind the school before letting your child out of your vehicle. Please do not pull your vehicle up to the gym doors. Stay in the line and the teacher on duty will assist your child if they need assistance. After 8 am, students must enter through the main entrance and go to the office and get a tardy slip. Adults may not enter through the gym doors. If you would like to accompany your child into the building, please use the main entrance by the office.

## Entering the building:

- When arriving at the main entrance, please ring the buzzer to the right of the door.
- You will be asked to state your name and your business.
- Proceed directly to the office. You will be asked to provide ID, sign the log and get a visitor's pass.
- When leaving, go back to the office, sign out in the log and return your visitor's pass.

Afternoon dismissal:

- Students riding the school bus will be released at 2:30 pm
- Walkers will be released from door 13. Students will only be released by staff when they can identify the student's parents or guardians. To avoid traffic backing up into the intersection of Washington Blvd and Hal Greer, please do not park in the car pick up line in front of the school and get out of your vehicle to pick up your child. Please park on the street across or down from the school and walk to pick up your child at the walker's door.
- Car pickup will be in the rear of the school. Please provide the child's name to the teacher on duty. If you still have your card with your child's name on it, you may also put it in your windshield. They will then dismiss the child to the vehicle. To avoid traffic backing up into the intersection of Washington Blvd and Hal Greer, please do not park in the car pick up line and walk behind the school to pick your child. Please stay in your vehicle and proceeded the rear of the building.
- There will be a teacher in the afternoon crossing adults and students at the corner of Hal Greer and Washington Blvd. When using the cross walk, please stop at the yellow line on the sidewalk and wait for the walk signal and the teacher on duty to cross you and your child.

These procedures are essential to the safety of our students, teachers and staff. We ask you to follow all procedures and please reach out to any teacher or staff member on duty if you or your child need assistance with any of our safety procedures.

We will have a safety seminar Tuesday January 22, 2019 attended by Central Office staff and a resource officer. The resource officer will review our safety procedures focusing especially on our Lockdown and ALICE procedures. Later in the week we will rehearse these procedures to ensure they are enacted fully and efficiently. We will continue to develop and improve our safety procedures and keep you up to date with those developments.

From the staff and teachers of Meadows Elementary, we thank you for following the above procedures and helping us keep our students safe.

Mary Campbell, Acting Principal

Please sign below and return to your child's teacher.

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I have read and understand the procedures listed above.

*Parent/Guardian* \_\_\_\_\_