

Parkland Visitor/Parent Pick-Up Policy

Effective September 1, 2015 (revised August, 28, 2020)

Parkland School District has initiated a security protocol requiring visitors, including parents, to make an appointment with the school staff before arrival, and show Identification upon arrival. **All parents or visitors are required to comply with the board approved Health and Safety Plan which requires the school community to wear face coverings, practice social distancing, and complete a Visitor Wellness Form if entering our facilities. Non-compliance may result in dismissal from district property.** Acceptable forms of ID include:

1. Driver's license or DOT identification card
2. Commonwealth Agency issued ID
3. U.S. Government issued ID
4. U.S. Passport
5. U.S. Armed Forces ID
6. Employee ID
7. Student ID
8. Firearm Permit

When a parent or visitor arrives at the school, they will also be asked to state nature of business. Parents should be able to identify the name of their child, grade and the name of the staff member they have an appointment to see. It is possible that the administration may ask the parent to come at a different time if there is no appointment or is there is insufficient information regarding purpose and knowledge of visit. If permission is granted, visitors must sign in at the front desk in the main office. An identification badge will be issued to each visitor and must be worn while on the school campus. In no case should a parent take a child from the school without notifying an office staff person. Please note that each school is equipped with a camera security system and all visitor activity will be recorded.

ELEMENTARY PARENT PICK-UP/DROP OFF

Students are encouraged to use bus transportation provided by the school district. However, if a student is driven to school, the designated parent drop-off location for the school must be utilized, avoiding the bus entrances. Students will be allowed to enter the building at 8:35 am and should report to their classrooms no later than 8:50 am.

Students who arrive after 8:50 am are considered tardy and must be signed in by a parent or designated guardian in the office.

Students utilizing parent pick-up at the end of the day should be picked up at the designated location.

Students leaving before the end of the school day must be signed out by a parent or designated guardian in the office and that person may be required to show identification (see above for acceptable forms of ID). Parents should notify either the teacher or office staff in writing the morning of the early leave indicating the time the students will be picked up, the name and relationship of the person picking the student up, and the reason for the early leave. It is also helpful if you can indicate if the student will return back to school on that same day.

In no case, should a visitor remove a student from the school without notifying the office staff. Please note that each school is equipped with a camera security system and all visitor activity is recorded.

If a student forgets to take home their homework, projects, etc., following dismissal, the latest it can be picked up is 4:00 pm. There will be no access to the building after 4:00 pm.