

To make our school safer, the district has changed how parents check in and out of school. As you come into our school the following procedures **will be required**.

**Daily** – All doors will be locked or monitored. All adults who are in the building after the late bell, must have checked into the office, and be wearing a badge. Badges are to be issued to visitors only after they have shown ID and checked into the system\*.

\*To check into the system, you will need your myDSD username and password. If you have not set up myDSD, please access it through our website or click on <https://mysd.davis.k12.ut.us/Account/Login?ReturnUrl=%2f>. If you have questions regarding myDSD call the district help desk at 801-402-5600.

**Field trips** – Volunteers attending a field trip are expected to check in the system\*, show ID, and be issued a badge as if they were volunteering in the classroom.

**Events/assemblies** – In advance of a school-day function, the school will send “tickets” home that parents may use to enter the school. Parents may give additional tickets to grandparents or other family members who will be attending the event. Upon arrival, visitors need to show picture ID along with their tickets. Tickets will be collected at the door and adults will be issued a badge granting access to the location of the activity only. Adults who forget their tickets, want to stay beyond the time of the activity, or need to visit another area of the school, will use the daily protocol to enter.

We appreciate your patience with the new changes, as we want to keep everyone that enters this school safe.