

In order to keep your student safe at school please know the following procedures will be required. **No Exceptions!**

Daily –

All doors will be locked and monitored. All adults who are in the building after the late bell or coming to volunteer **must show ID** in the office or at the front doorbell, check in on the iPad and must wear a volunteer sticker. If you do not have a sticker on, it will be assumed you did not check in at the office, you will be stopped, questioned and then be asked to check in at the office. Everyone who enters the building must check into the system using the iPad. Please know we love having parents here...we **LOVE our Volunteers!**

Student Check-outs –

Guardian MUST have photo ID in order to check out a student, only those listed on your student's emergency contacts can check out your student (**must show ID**) emergency contact must be **18 years old or older**.

Field trips –

Volunteers attending a field trip are expected to check into the system on the iPad before you leave on your field trip, **show ID** and be issued a badge/sticker as if you were volunteering in the classroom.

Field trip volunteers must have a **completed back ground check**. **Click here**

Events/Assemblies –

In advance of a school-day function, the school/teacher 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 ID** along with their tickets. Tickets will be collected at the door and adults will be issued a badge/sticker granting access to the location of the activity only. Adults who forget their tickets will use the daily protocol to enter; **Show ID** and check in using the iPad..

*If you would like to check your student out early after a school program/activity, please sign them out on the check-out forms provided by your student's teacher.

If a school activity is outside, you still **MUST check in at the front office before going to the activity**.

**We appreciate your understanding
in keeping our students safe in school.**