

Propping Open Exterior Doors

E.F.W.M.A Staff, tutors, Subs, Visitors and Students are responsible for knowing the following:

To maintain a safe and secure environment for all on campus, exterior doors at EFWMA MUST **remain locked** 24 hours a day. All stakeholder named above must carry their key fobs with them at all times and should report any damaged exterior doors to the facilities coordinator **immediately**.

To enhance the safety and security of all stakeholders, exterior doors must never be propped open. Propping doors increases the risk of harm to all those on our campus. Anyone observed propping EFWMA Exterior doors will receive an infraction which will be documented in the employees human resources folder and Navigate 360 and a fine of \$100 or more.

All EFWMA staff have key FOBS to enter and exit the buildings. Staff have access to the building between the hours of operation 7:15a.m. to 5:30p.m. Staff are expected to clock in and out using the check-in system in either buildings

E.F.W.M.A Visitor/Vendor Campus Procedures

Parents are welcome at East Fort Worth Montessori Academy. The safety of our students is our priority. All visitors should be prepared to present a photo ID at each school visit. All visitors, including parents, are required to report to the Main Office to check in. All visitors must use the intercom to show proof of identification and state their reasons for the visit before being allowed into the vestibule. E.F.W.M.A utilizes a Raptor Visitor Sign-In System which works with the National Sex Offender Registry. Since all visitors will be screened by the Raptor System, subsequent visits will only require the visitor to scan or type their name in the computer.

These are some actions parents, guardians and visitors can take to be part of a safe and secure school environment. Thank you for your support as we seek to keep our campus safe. Our entry and exit rules are:

- Enter and exit the building through the main entrance, coming through the vestibule when visiting. All visitors are required to sign in.
- Complete a request for visitation 48 hours in advance
- Complete a request for lunch with your child 3 days in advance
- Complete a request for Classroom Observation a week in advance
- Always sign in at the front office. Be prepared to present your identification to be scanned. Without an identification you will be denied entry.
- Parents must check in at the office to show a personal identification card and check in through our Raptor System which will print a peel on sticky badge for the parent to add to their shirt or dress. The badge will have the parent name, time in, location in the building, and time out.
- Parents' identification will be retained at the front office till the parent or visitor returns to check out using the raptor system.
- If a parent, guardian or vendors identity shows up as a sexual offender, the school principal will visit with the parent to discuss reasons they are not allowed on campus.

- Our entrances and exit doors are locked at all times. Exterior doors should not be propped open and you may not hold the door open for another visitor, they must go through the same process of ringing the buzzer to be properly identified.
- Be on time to pick up your child after school and after, school functions as to not leave the child and teacher waiting outside.
- Please be sure to keep your check in sticker on your shirt. If you lose your sticker, ask the nearest EFWMA Staff member to walk with you to the front office or ask to call the front office for an escort to replace your sticker. Without your sticker, you will be stopped by an EFWMA staff member and escorted to the office. Or a student/child can make a report to an EFWMA Staff Member, who will follow the procedures above.
- If you are on campus during a drill you will be asked to join the closet classroom. Please follow the teachers instructions with fidelity.

E.F.W.M.A Parents Classroom Visitation Policy

EFWMA wants parents/guardians to feel welcome in our school and to witness engaging activities take place in our classrooms. If you choose to observe your child during class time, the following procedures apply:

- Complete a classroom observation request five days in advance. Campus administration needs to ensure the time requested aligns with classroom instruction. Campus administration needs to confirm there are not several visitations on the requested day to ensure the safety of our campus.
- Parents must check in at the office to show a personal identification card and check in through our Raptor System which will print a peel on sticky badge for the parent to add to their shirt or dress. The badge will have the parent name, time in, location in the building, and time out.
- Parents must go through the sign in process in the front office and always be prepared to present a proof of identification. No persons, other than the student's parent/guardian will be allowed to observe the student. A visiting relative must bring written and signed permission from the parent/guardian being present in addition to the parent and guardian completing a classroom observation request and calling the school for confirmation..
- Classroom observations are done through our observation windows in the hallway. Observations are limited to two 45 minute visits per eighteen weeks.
- Classroom observations through our observation windows in the hallway will be permitted as long as their duration and/or frequency does not interfere with the delivery of instruction or disrupt the normal school environment as determined by the principal. For example: parents are not allowed to tap or bang on the observation window to communicate with their child or another child. Disrupting the classroom in that manner will be a violation.

- After the observation, a parent or guardian can schedule a time to speak to the teacher and leave feedback with the front office manager. Observation and feedback forms will be provided.
- This policy does not apply to those who, by law, are permitted to visit with children.

E.F.W.M.A Lunch With Students Policy

- Parents are welcome to eat lunch with their student(s) after completing a lunch request form 3 days in advance. Parents may purchase a cafeteria lunch or bring food for their child and themselves.
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- Parents must check in at the office to show a personal identification card and check in through our Raptor System which will print a peel on sticky badge for the parent to add to their shirt or dress. The badge will have the parent name, time in, location in the building, and time out.
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- Parents may **only** bring food for their child.
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- Parents may not share food with other students due to food allergies
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- Relatives of students are welcome for lunch when accompanied by the parent/guardian or with written parent permission.
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- Parents should sit with their child in the designated area. Other students are **not** permitted to eat in the designated area without their parents.
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- Parents will be escorted to the dining hall for lunch and escorted to the front office when their child's lunch period is over.
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 - **Non-family visitors who have a legitimate interest to visit students during lunch must:**
 - Provide written permission from the parent of the student(s) they wish to visit (kept on file). Non-family visitors may only sit and visit with students for which they have received parental permission.
 - Go through the request process to visit the student. (If there are official court papers on file with instructions, EFWMA will follow all official documents)

- Sign in through the Main Office and present a current ID for the Raptor system to receive a visitor's pass.
- Parameters for these visits will be determined by the campus administration based on factors such as the nature of recurring visits, pre-planning, and the number of students.
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Elementary Campus Playgrounds

- Only school employees and elementary students are allowed on the playground during bus during school hours and during the Extended School Day program

How to React in Emergencies

If your child's campus enters into an emergency situation, expect your first communication from your school through a school administrator or the district as soon as facts have been confirmed. As you briefly wait for information, please keep the following in mind:

- Check your email for communication from your school or the district. Most messages are sent through our Blackboard Blast, email or phone. (It is VERY IMPORTANT WE HAVE YOUR RECENT CONTACT EMAILS) If an emergency event lasts a long period of time, the district may direct you to follow the EFWMA website or social media, as email and phone calls may have delayed delivery, while the website and social media can be immediately updated for everyone to see.
- As soon as possible, the district will activate its robo call line through Blackboard placing a phone call explaining the situation. Please listen carefully to the message for instructions. There will be limited personnel available to answer phone calls from parents and phone lines may become overextended. Calling the school will tie up the phone lines and disrupt the flow of vital information between the school and authorities.
- When schools are in lockdown, please do not come to the school. A lockdown is designed to keep students and staff inside the building away from harm. Entrances to the school are to be kept locked during the school day, following the school's safety processes keeps all of us safe.
- If your child reports to you that a drill took place at his/her campus that day, please take the opportunity to discuss the importance of drills and safety precautions.
- In the event of an emergency, students will be released to their families at our reunification center which will be communicated to you via the black board robo call and as soon as it is safe to do so. Local response personnel will determine when it is safe for the schools to begin releasing students. Only an authorized person as noted on the student forms on file in the school office will be able to pick up your child. A driver's license or other form of photo I.D. must be shown before staff

can safely release your child. Note that in the event of an emergency, phone calls authorizing a student's release to a person other than a parent or name on file will not be accepted.

- If the need arises to implement these safety protocols, cooperating with first responders and campus personnel in a calm manner will ensure safe and timely release for students.

Responding to Strangers

Strangers are a very important issue for parents to speak about with their children and should not be taken lightly. Please take this opportunity to talk to your children about how to handle interactions with people they do not know. Below are a few things to remind your children about.

- Don't speak to strangers
- Leave the area
- Run home
- Tell a parent or trusted adult

Parents should always report these types of incidents to the proper authorities immediately.

At EFWMA students have a right to report a parent to an EFWMA staff who is not following the school's process.

Student Observer/Early Field Experience Procedures and Schedule

- Our district accepts student observation placement requests during the following dates:
 - September through November, January through March
- If you are interested in conducting student observations in our district, please follow the instructions below:
 - Register as a volunteer through **our online application** for current Visitor/Volunteer Guidelines and Information
 - Allow 5-7 business days for the background check to be processed
 - If approved, your name will appear on the district approved volunteer list
 - Contact the campus by phone or email **ONLY** ask permission and to coordinate your observation schedule
 - All observers must respect all confidentiality rules and regulations and follow campus procedures