

Norwood Public School - Visitor Security Protocol

Our new security system is now fully installed and all school visitors will have to identify themselves and be buzzed in and then must sign in at the front office before proceeding further. To assist us with this system, please do not hold doors for others who have not been cleared to enter. Office staff monitor camera feeds, including one at the main entrance, so they can see who is buzzing in. It is not that people aren't welcome; it is just that there has to be accountability for knowing who is in the building at any given time. Parents want to know that their children are safe in our school. We have a huge responsibility to keep every child in this building safe.

The following outlines the required protocol for visitors on Norwood School District's campus:

1. All visitors are asked to enter the school only through the front doors, proceed to the office, and sign in. You will be asked for identification. A visitor's badge or label is to be worn while on campus. Please check out at the office and return the badge or label prior to leaving campus.
2. Parents/Guardians may access and escort their child to classrooms between the hours of 7:30 to 7:45 am. Visitors are asked to leave campus by 7:45 am to preserve the integrity of the instructional day. Students arriving after 7:45 am will need to check in at the main office and will be escorted to their class by a staff member or administrator. Students arriving late should be dropped off at the main doors in front of the parking lot.
3. If parents/guardians have business other than student drop-off to class between 7:30 and 7:45 am, you will need to check in at the office. If you would like to speak with a teacher or other staff member please schedule an appointment to help us preserve the integrity of instructional time.
4. If parents/guardians wish to participate in special events in their child's classroom between the hours of 7:45 am and 3:45 pm, the parent/guardian is asked to sign in at the Main Office and obtain a visitor's badge or label.
6. Parents/guardians are encouraged to visit school during their child's scheduled lunch time and have lunch with their child. Parents/ guardians will need to sign in at the office before entering the lunch room and obtain a badge or label.
7. Any parent/guardian picking up a student early must check in at the office and wait for their child. Students will be called to the office or escorted to the office by a staff member or administrator.
8. Staff members will **not** release a student to any person other than parent/guardian unless the alternate person has been authorized ahead of time in writing. Written authorization must be delivered to the front office or emailed to diane.muniz@norwoodk12.org. Staff shall contact front office personnel when there is some question as to whether a particular individual is authorized to receive that student.

The staff and administration want to thank you in advance for your cooperation with these safety procedures. The safety of your students is a responsibility we take very seriously and we believe these procedures will help us keep your students safe while still providing an environment that encourages parent/guardian participation.

Norwood Public Schools Visitor Security Protocol

Visitors

- Enter through front doors to office
- Show identification, sign in, obtain badge

Student Drop Off

- Student classroom drop off between 7:30-7:45am
- Late arrivals must check-in at office and will be escorted to class by a staff member

Special Events

- Enter through front doors to office
- Show identification, sign in, obtain badge

Lunch

- Enter through front doors to office
- Show identification, sign in, obtain badge

Student Pick Up

- Enter through front doors to office
- Wait for child to be called to office
- Student will not be released to any person other than parent/guardian without prior written authorization

Visitors are asked to leave campus by 7:45am to preserve the integrity of the instructional day.

Please call ahead to schedule a time to meet with school personnel.