JOHN F. KENNEDY SCHOOL

GENERAL RULES/SECURITY PROCEDURES

PLEASE KEEP THIS INFORMATION AVAILABLE FOR REVIEW THROUGHOUT THE SCHOOL YEAR.

PLEASE NOTE THE PHONE NUMBER FOR THE MAIN OFFICE IS **(516) 441-4200**

Absences/Lateness: The security and safety of children is the number one priority at the John F. Kennedy School. It is the policy of the Great Neck Public School District that parents are to inform the school nurse that their child will not be attending school.

Each elementary school nurse has an absentee telephone number that functions 24 hours a day. The phone number to be called for absentee reporting is **441-4215**. The phone number for the school nurse is **441-4210**.

If we do not receive a call, and the classroom teacher reports your child absent, parents will receive an automated phone call notifying them of their child's absence. Please assist us in our efforts to ensure the safety of our students by calling in a message to the nurse regarding any absence or lateness to school.

Teachers are in the classrooms at 9:00 AM. Students should be dropped off in the West Parking **before 9:00 AM**. The first bell rings at 9:00 AM for students to travel to their classrooms. Students need enough time to travel to the classroom in order not to be marked late. When students are late to class, it disrupts the routines and procedures of the classroom.

Ideally, children should be in their classrooms by 9:10 AM. Any children reporting to school after 9:10 AM must go directly to the nurse's office to get a late pass. New York State Education Department regulations require that the school receive a **written** excuse for each absence and/or lateness. Please send the written excuse with your child upon his/her return to school.

Arrival and Dismissal: Beginning at 8:45 AM, students may enter the school at the West Parking Field. The doorway at the West Parking Field will be open, and staff members will be on duty to receive children.

All walkers must enter through the West Parking Field entrance, which remains open until 9:00 AM.

After 9:00 AM, all entrances to the school building, except the main entrance where the security guard is posted, will be locked for the school day.

Students arriving late to school will only be able to enter the building at the main entrance. Parents are asked to park their car in the visitor parking lot and walk their child to the main entrance. Do not drop your child off at the West Parking Field entrance if there is no staff member to greet them and the doors are locked.

For arrival and dismissal, "drop off' and "pick up" procedures in the West Parking Field have been designed for safety and efficiency. There are three designated spaces (Car 3, Car 2, Car 1). When dropping off or picking up your child/children, please always drive ahead to the next open space and put your car in PARK. If there are no cars, drive ahead to the front space "Car 1" so that two other cars can follow behind you to space 2 and space 3. This will enable three cars to be in a position to drop off or pick up a child/children at the same time.

Additionally, please place the placard sent to you in your windshield, indicating the first name of your child(ren) and their grade.

Parents' cooperation and compliance are essential for the effectiveness of security procedures. In addition, we want to remind you that if there is any change in your child's normal dismissal procedures, you must send a note to the classroom teacher. Any last minute dismissal changes will require that a child be picked up in the main office before 2:45 pm or after 3:15 pm.

Security/Visitors: Safety and security is our priority. Only essential personnel will be allowed entry into buildings. All meetings with teachers and administrators must be scheduled. In the event of an emergency that necessitates an in-person visit, the following procedures will be in place. All visitors must **have a driver's license or other form of photo identification to gain access to the school using Raptor.** Once you have received your badge, you will be directed to the Main Office. When parents/visitors arrive at the main office, their destination will be verified. They will then be permitted to proceed to the designated location. Under no

circumstances are parents to go directly to a classroom. Unauthorized classroom visitations interfere with the teaching/learning process for all children and are not permitted at any time during the instructional day.

The main entrance where the security guard is located will continue to be the only entrance into the school during the day. All classroom doors are locked at 3:20 PM. The main entrance will be closed at 4:30 PM.

All afterschool SCOPE students will be picked up at the Cafeteria door, AND Adventures In Learning students will be picked up at the Main Entrance.

If you are picking your child up early from school (before the end of the scheduled school day), you must park in the visitor parking spaces in front of the bus platform, walk to the main entrance, and sign your child out with the security guard on duty. Security will alert the main office or nurse's office. Your child will then meet you at the main entrance and be released to you, in the vestibule.

Buses: If your child is eligible for a bus pass, you will receive the pass in the mail this week. **Please be advised that due to district-wide regulations and insurance policies, children are only permitted to ride the bus to which they are assigned.**

Lunch

Elementary students will eat lunch in the Cafeteria. Students may bring lunch from home or eat school lunch (**NO CASH** will be accepted from students or staff members at the terminals). A digital interactive menu will allow parents to view the monthly menu, nutritional information, and allergens in multiple languages. During lunch, we will be reinforcing hand hygiene and no sharing of food or utensils.

Plan Ahead

All changes of dismissal must be made in writing to your child's teacher and sent in with your child in the morning.

Children are only permitted to ride the bus to which they have been assigned and for which a bus pass has been issued. **No exceptions are allowed.**

We realize that emergencies occur, and therefore, we ask parents to have an alternate dismissal plan in place for their child/children. In the event of an emergency change of dismissal, please call the main office as soon as you are aware of the change so that a message can be shared with your child in a timely manner. Every effort should be made to keep last minute changes to a minimum.

Full School Day Ends at 3:20 PM

Reminder: The school day ends at 3:20 PM. We encourage you to help your child follow regular routines by scheduling private appointments for your child after school.

These procedures are designed to maximize instructional time and to protect your child while in the school setting. Your cooperation is greatly appreciated.