Marc J. D'Amico
Chief Officer of Curriculum & Leadership K-12

To: Elementary Building Principals
From: Marc D'Amico, Chief Officer of K-12 Curriculum and Leadership
Date: August 2026
Re: Student Safety

By September 30, 2026, ALL classroom teachers at ALL grade levels, Kindergarten through Grade 5, need to do the following:

1. Have a discussion with students about the fact that they are NEVER to leave the building without an adult. Teachers should emphasize that this is a safety issue and that even when upset, there are many places to go in the building for help, but that leaving the building without permission is never an option.

2. During this discussion, teachers should also emphasize that IF students find themselves alone outside (maybe they were lagging behind when the PE class came in), they should immediately go to the front entrance of the school and ring the doorbell to enter.

3. ALL teachers need to bring their classes to the school's front entrance and show the students where the bell/buzzer is.

4. When showing the students the bell/buzzer, teachers should emphasize that once they ring the bell, they should wait there for either an adult to come and get them or for an adult to talk to them on the intercom. A few role-playing scenarios with the cooperation of the office staff would certainly help the younger students understand this.

5. Under no circumstances should they leave the front entry. That is the safest location, and if they need to, they can ring the bell/buzzer several times until an adult comes.

It is strongly recommended that all Kindergarten and first-grade students always be sent in pairs on errands to the office or another classroom. It is less likely that two of them would decide to leave the building without an adult.

If you don't already have a laminated sign by the bell/buzzer labeled as such, please work with your custodian to install one as soon as possible.

If you have any questions/concerns regarding the implementation of these protocols, please contact me.

Thank you in advance for your diligent attention to this important matter.

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