

## **Guidelines for Parents, Volunteers and Visitors**

- 1. All parents, volunteers and visitors must use the front door of the school. No parent or visitor may come in the door by 6th Grade even if “it is only for a minute”.**
- 2. All parents, volunteers and visitors must ring the doorbell and identify themselves before Mrs. Taylor releases the lock.**
- 3. All parents, volunteers and visitors must sign in and obtain a Visitor’s Pass from Mrs. Taylor before going to a classroom. They must return the Visitor’s Pass and sign out before they leave.**
- 4. Teachers and Students may NOT open the door for anyone -- even if it is a parent.**
- 5. The door by 6th Grade will continue to be locked at 8:25 A.M. Students arriving after that time must use the front entrance, receive a pass and will be marked late. This should be a rare occurrence. Students should arrive between 8:00 A.M. and 8:15 A.M. in order to be ready for the day.**
- 6. Dismissal is at 2:45 P.M. All students must be picked up at this time. Students may NOT stay to play unless his/her parent is there. The school and other parents CANNOT assume this responsibility.**