

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. Lentz releases the lock.**
- 3. All parents, volunteers and visitors **must sign in and obtain a Visitor’s Pass** from Mrs. Lentz 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.**