

VISITORS:

Visitors are always welcomed at School One. To insure the safety of our students and staff, and to keep our building secure, the practices listed below will be employed:

- Board of Education Policy requires all visitors to sign in at the main office and obtain a visitor's badge that must be worn while in the building. It is imperative that every parent/guardian who enters the school adheres to this policy. When entering the building between 8 a.m. and 4 p.m., visitors must report to the office, indicate the purpose of the visit, and sign the visitors' logbook.

The school office reserves the right to request identification for those visitors who may not be familiar to us. Visitors will receive a badge that must be worn while in the building and returned to the main office upon their departure. Visitors should enter the time that they leave the building in the visitors' book as well.

- School One is equipped with a monitoring system that enables visitors to gain entrance to the building through an electronic locking device. The doors with this capability are located on the **right side of the main entrance** as you look at the building. Upon arrival, visitors should approach the outside speaker (which is connected to an indoor video camera). This equipment enables office personnel to speak to, as well as see, the visitor. A staff member will disengage the locking system to allow the visitor entrance to the building.

Please be patient, as the office can be quite busy at times and there may be a slight delay before the secretarial staff responds. Visitors must report directly to the main office in order to sign in. Procedures stated above should then be followed.

- Parents/guardians should NOT escort their child to the classroom. Teachers are present in the hallways should assistance be necessary. If a parent/guardian is uncomfortable with this practice, the child should be brought to the main office. A phone call will then be made to have a classmate or support staff member bring the child to the classroom.
- As indicated above, there will only be one entrance to the building during the school day. The parking lot entrance is to be used exclusively by the School One staff prior to 8:25 a.m. or if a handicap entrance is required.
- Once school has been dismissed, all doors remain locked. If children are involved in after-school programs, parents should wait for them in the front of the school. Children will exit via the front doors.
- We ask parents of children in the "Y" aftercare program to use the multipurpose room door by the side parking lot. After signing your child out, please leave via this same door.

- Children involved in any after-school activities sponsored by the town recreation department or various sports leagues should use the multipurpose room door for entering and exiting the building.

To reduce the number of classroom interruptions, parents should leave all items to be delivered to their child in the office. The office will notify the classroom teacher that there is an item for a student as soon as possible.