

Parkside Elementary School Safety and Security

Dear Parents,

Keeping the students and staff of Parkside Elementary School safe and secure is the top priority of the administrative team and myself. You have entrusted us with your children and we take this responsibility very seriously. To ensure that we are doing all we can to create a safe learning experience for our students, we ask that you assist with the following:

1. **Morning Arrival (7:30 a.m. - 8:00 a.m.)** – This is one of our most vulnerable times of the day. Due to the number of students entering the building during this time, I ask that you say your good byes in the rotunda and allow students to walk to class.
2. **During the school day (8:00 a.m. - 2:00 p.m.)** – All visitors entering the building must stop by the office to sign in.
3. **Checking students out early (8:00 a.m. - 2:00 p.m.)** – All early check outs should happen before 2:00 p.m. Only in the event of an emergency will students be allowed to be check out after 2:00 p.m. Please adhere to the following process:
 - a. Parent/caretaker must report to the office and show ID.
 - b. The office staff will call down to the classroom for the student(s).
 - c. Parent/caretaker must wait in the office for the student(s) to arrive.
 - d. Parent/caretaker must sign the Early Release notebook and the student(s) will be released to your care.****Parents/caretakers will not be allowed go to the classroom to get the student(s).**
4. **Conferences** – Conferences must be scheduled with the teacher ahead of time. Parents must report to the office to sign in prior to the conference.
5. **Classroom Observations** – Due to privacy laws, all observations must be approved and scheduled by an administrator.
6. **Birthday Celebrations** – Celebrations should be scheduled with the teacher in advance and should happen between 2:00 p.m. – 2:20 p.m. Cakes, cupcakes, or cookies are the only foods that are allowed during this time. *(Remember, we are a peanut-free school.)* Please provide enough for **every** child in the class. Celebrations will be facilitated by the parent(s). Teachers will not be responsible for the administration of the food. In addition, as a safety precaution, students should not come to school with money pinned to their clothes.
7. **Eating with your child** – Due to limited seating and time constraints, breakfast is not the best time to eat with your child. However, we encourage you to return during your child's lunch block. Be sure to sign-in at the front office before proceeding to the cafeteria.
8. **Dismissal** – Although dismissal begins at 2:30 p.m., no child will be allowed to check-out after 2:00 p.m. If you arrive after this time, you will be asked to wait outside of the building at the designated locations until all students have been dismissed.
 - a. 2:30 p.m. – Car riders are dismissed
 - b. 2:35 p.m.– Parent-Pickup & Walkers are dismissed
 - c. 2:40 p.m.– Bus riders are dismissed
 - d. 2:45 p.m.– Aftercare and Daycare riders are dismissed

Thanks for your support in making my Parkside a fun and safe place for teaching and learning.

Timmy Foster, Principal