

LESSENGER ELEMENTARY

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March 20, 2018

Dear Lessenger Families,

The safety of your child, all children in our schools, as well as the safety of the school staff is very important to us. I thank you so much for respecting and supporting our safety procedures here at Lessenger. The measures we take to insure safety can only be accomplished with a partnership with our families and community. We love our families and want to continue to remain a place that everyone loves to be. We must also be diligent in all we do on behalf of students and staff. Please see below for an outline of the safety procedures here at Lessenger implemented to increase the level of safety for all.

- Students entering the building early for before-school activities (breakfast, walking club, band, etc.) must enter the building through the main door, which opens at 8:00 a.m. Monday-Friday (7:45 a.m. on Friday for band students only). All other doors will be locked.
- Upon regular arrival time, students will enter the building through their assigned doors. These doors will be opened by 5th grade safety members when the bell rings and will remain locked at all times.
- If you must enter the building before the bell rings in the morning, you should enter through the main doors. Do not ask safeties to open the door for you. Our student leaders have been taught not to open doors for anyone before the bell for the safety of our students and staff.
- All visitors must sign-in at the main office and get a visitors sticker. All visitors must enter the building through the main door. Visitors must sign out in the office before leaving the building.
- Staff members have been asked to check that all non-staff adults in the building have signed in. This includes parents and other adults that they know. If you are not wearing a sticker, you will be asked to go to our main office to obtain one.
- If you are picking your child up at dismissal, please wait outside or quietly wait in the lobby. You may not walk down the halls or wait outside your child's classroom.
- Unless you are a student safety member, please exit the building promptly when the bell rings so we can quickly identify students who have not been picked up and need assistance.
- If you must re-enter the building after students have been dismissed, you must enter through the main doors. Do not bang on other doors to be let in by students or staff.
- SACC (a/k/a Latchkey) policies will remain the same. Children/parents entering the building for the SACC program will continue to use the door closest to Campbell Road before 8:00 a.m. and after 4:00 p.m.
- Pets are not permitted on school property during school hours.

Please review these procedures with your children and anyone who may drop off or pick up your student. As always, if you have questions or concerns please do not hesitate to contact me. I appreciate your support in keeping our students safe.

Warmly,

Jackie Sosin
Principal