

Greenwood Elementary School

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Ashley Walters
Principal

Dot Bell Jackson
Vice Principal

Stephanie O'Hara
Vice Principal

March 1, 2018

Dear Families,

Our number one priority here at Greenwood Elementary continues to be the safety and security of all students and staff. In light of the recent event in Florida, we are re-evaluating our policies and procedures to ensure everyone's safety. As of Monday, March 19, 2018 we will be implementing changes to our visitor policy:

*GES Visitor hours will now be from 10:00am-1:00pm daily. Any parent who comes to visit during the visiting hours of 10:00am-1:00pm will still need to be buzzed into the building, report immediately to the front office area, and scan their driver's license or government ID in order to receive a visitor's pass. All guests will be asked to leave the building no later than 1:00pm.

* Parents requesting to visit before/after the designated hours must ask for pre-approval from an administrator in advance (at least 24 hours prior to the visit) and will be escorted while in the building.

*Parents who are asked to attend IEP, LST or teacher meetings will be granted permission to enter the building at their designated meeting time.

*Parents who need to drop off/pick up their student for an appointment or who want to check on their student before/after the visitor's hours will be permitted to enter the building, but will only be allowed in the front office area. An office staff member will have your student sent down to the office to meet you.

*Parents are not permitted into the building prior to the school day; students can be dropped off in the car rider line in the morning or walked to the front door. The same applies for the afternoon; students are called to the cafeteria for pick up, where parents can meet them outside of the cafeteria or in the car rider line.

We appreciate your patience and support as we begin implementing these new procedures. Again, these changes are being implemented to ensure everyone's safety and to better manage visitor's access to instructional areas. Please contact us if you have any questions or concerns about the revised visitor policy.

Sincerely,

Mrs. Walters, Principal