



August 17, 2023

Welcome Back Panther Families!

We are excited for the 23-24 school year to begin. As you are aware, we all continue to face challenging times regarding school safety. As a school, we have always taken every precaution necessary to keep our students and staff safe and want to let you know we will be continuing the **zero visitor protocol** we started last year, as an extra layer of safety for our students and staff. This protocol will remain in place until further notice.

The safety and wellbeing of our students and staff are of the utmost importance to us. In the society we live in today, we believe implementing a zero-visitor protocol is necessary to ensure their safety. This decision has been made after careful consideration and consultation with local law enforcement and security experts.

Under this protocol, no visitors will be allowed in the school building, except in emergencies or where it is essential. Any essential visitors will be required to follow strict safety protocols, including signing in at the main office, wearing identification badges, and being escorted at all time.

We understand that this protocol may be an inconvenience for some families, but we believe it is the best course of action to help protect the physical safety of our entire school community. We are committed to creating a safe and secure learning environment for all students and staff, and we appreciate your support in this effort.

If you have any questions or concerns about this protocol, please contact us. We will keep you updated on any changes or developments as they arise.

A few key points below:







- All visitors must buzz in at the main door to announce intent/purpose for visit. Only
 those visitors that are scheduled to be at the school will be buzzed in. If you do not
 have an appointment, you will not be buzzed in.
- Early Pickups/releases must be called into the office before 2:45 pm. No students will be released for early pick-up after 3:00 pm. Students will be escorted to the door to meet you if they are called into the school before 2:45. Please have your ID ready.
- <u>Please note that beginning at 3:00, office staff have end of day duties that may prevent them from tending to the door intercom. It is essential that you call the school prior to 2:45 to verify an early pick up and that you arrive no later than 3:00.</u>
- <u>Tardy students may be escorted to the main door by their parent/guardian. Once</u> tardy student arrival is verified via the camera and intercom, the student will enter the main building independently and report to the office.
- We will continue to greet and answer any questions at the door by a member of administration and/or staff member as applicable. *IEP meetings and counselor meetings will be virtually scheduled ahead of time*. Any other parent meetings will be scheduled and approved by the principal only.
- Visitors, parents and guests that do not have an appointment will **not** be granted entry to the building.
- For approved visitation (see parameters above), a valid Driver's license/Government Issued State ID or passport is required.
 - Sign in with date/time of arrival on the Visitor Log where the nature of your visit will be recorded.
- Once registered, all approved visitors will be given a name tag (must be worn at all times while in the building or on school grounds) for identification purposes.

Thank you for your understanding and cooperation in this matter.

Yours in Education,

Principal Clotworthy

