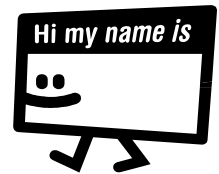



SAFETY POLICY:

NAME TAG USAGE




The Home & School Association purchased a School Check-In Machine several years ago. This computer located in the reception area of the school office has many uses including checking students in and out during the school day, an efficient system for recording volunteer service hours, and ID name tags for campus visitors.



 It is important that all visitors check in on the computer, print out an ID badge, and have an office staff member or authorized office volunteer initial the badge before entering any campus hallways. The self adhesive badge should be worn in a visible place at all times while on campus. Visitors should check out on the machine in the office when leaving campus and discard their badge. Anyone in the hallways without a name tag will be questioned by a school staff member as to their business on campus.

Students are aware that any adult on campus not wearing a visitor name tag or a staff name badge may not be a "Safe Stranger". Please comply with this policy for the safety of all our students.



 Also, please understand that no parent or guardian should go to a teacher's classroom without first checking in at the school office. Classes should not be interrupted by unscheduled visits of parents or family members. All appointments with teachers to discuss student performance or expectations should be scheduled in advance during teacher conference periods.