

Regional School District No. 6

98 Wamogo Road • Litchfield, CT 06759-3204 • (860) 567-7400

Serving the towns of Warren, Morris and Goshen

August 2018

Subject: Building Protocols

Dear Parents and Guardians,

The following are policies and procedures that tend to impact parents and students most often and of which we want to ensure you are aware.

Visiting School

- Visitors to the school must **sign in at the main office and wear a visitor's badge** at all times while in the building, in accordance with recommendations from the Department of Homeland Security. This is for your safety in the event of an emergency. Badges must be returned upon **signing out** of the building.
- Visitors will only be allowed in the location to which they signed in, unless first requesting a change from the school secretary, principal or school nurse. **Visitors are not permitted to move about the building** without prior permission from the school secretary, principal, or school nurse. This is for the safety of your children.
- Parents and guardians wishing for a **meeting with a teacher** should contact the teacher or the school secretary or principal to arrange an appropriate time. Unscheduled visits to the classroom before, during or after school are not permitted, both for security and confidentiality reasons.

Student Drop-Off

- Unless prearranged with the school, students are not be permitted to enter the building until the school opens (**8:50 AM for elementary**), since we cannot provide adequate supervision and ensure the safety of your child as all school staff are working to prepare for your child's education. For safety reasons, **elementary school students must not be left unattended outside the entrance before the schools open at 8:50 AM.**
- **Late Arrivals:** Elementary school students dropped off after the start of the school day must be accompanied into the building by an adult who must sign-in at the main office. Upon arrival, students will go to their classrooms either independently or accompanied by a staff member. Parents/Guardians/Visitors are not permitted to enter the school beyond the lobby or office without having first signed in, obtaining a visitor's badge, and receiving permission from the office.

Student Pick-Up

- If a student is *neither* (a) taking your regular bus to his/her regular stop, *nor* (b) being picked up by a previously designated legal guardian, they are **required to provide a note from home**. Please be sure to bring identification with you.
- Unless prearranged with the school (e.g. participation in after-school activities, clubs and sports), pick-up for students who are **not taking the bus** must occur no later than the school's dismissal time and at the designated location.
 - Regular school day dismissal = 3:30 PM for elementary
 - Early-release day dismissal = 1:25 PM for elementary

To help us ensure all students are safe and accounted for, please ensure that your child is picked up **on time**.

- **Students being picked up early** must be signed out in the main office by the parent/guardian or by the person designated [in writing by the parent/guardian] to pick up the child.
- **Notes from home** for any change in dismissal (e.g., destination, person picking up child, time of pick up, change in bus or bus stop) ***must include***
 - the date
 - the child's name
 - the parent's /guardian name
 - the parent's / guardian's signature*
 - identification of who is picking up the child, if other than parent/guardian

* *Scanned or photographed notes* that include each of these requirements may be *attached* to emails or faxed. However, ***we can not accept a telephone call or a text-only email message***, as the authenticity of these is can not be confirmed and could compromise student safety.

Bus Drop-Off

- Students in **pre-kindergarten through 4th-grade** who ride a school bus home must be met at their designated stop by an adult.

If an adult is not there to meet the bus, the student will remain on the bus and will be returned to school. The student must then be picked up immediately by the parent or legal guardian.

Students in grades five and up will be dropped off independently without adult supervision.

After-School Activities

- **Returning to classroom (by students and/or parents) after dismissal** is not permitted without escort of the teacher or another staff member, for both safety and confidentiality reasons.
- Signed notes are required for after-school activities, including the date(s) of the activity, the time of pick-up, and the name of the individual picking up the child.

Privacy

- The school does not release the **names of students (e.g. class lists, school roster)**, as this may compromise any of a number of privacy issues. A PTO directory, on the other hand, contains the information that families have voluntarily provided.
- Only legal guardians have access to student information. This includes both documentation and information shared verbally by school staff. If a student's legal guardian wishes for another individual (e.g. step-parent, grandparent or another relative, family friend) to receive such information, the legal guardian must first sign a waiver, which can be obtained from any of our schools' main offices.

Each of these requirements are in place for the safety and wellbeing of your child(ren). On behalf of the entire RSD6 community - students, staff, and fellow parents and guardians - we greatly appreciate your recognition and abidance of these policies and procedures. As always, we welcome your questions and comments.

Sincerely,

KC Chapman, Principal, James Morris School
Tracy Keilty, Principal, Goshen Center School
Angela Rossbach, Principal, Warren School
John Threlfall, Director of Safety and Security, RSD6

Regional School District No. 6 does not discriminate on the basis of race, color, national origin, sex, disability, or age in its programs and activities and provides equal access to the Boy Scouts and other designated youth groups. The following people have been designated to handle inquiries regarding the non-discrimination policies:

Title IX – Contact - Debbie DeLisle
98 Wamogo Road, Litchfield, CT 06759
860-567-6656

Section 504 Contact - Debra Foley
98 Wamogo Road, Litchfield, CT 06759
860-567-6642