

SAFETY AND SECURITY GUIDELINES
SALYERS ELEMENTARY
2018-2019

Visiting our School:



1. All visitors must report to the front office to get your visitor's badge.
2. You must have a valid driver's license or state ID. to visit our campus. Please be prepared to present your photo ID, which will be scanned by our VSoft equipment. This technology accesses a nationwide database of registered sex offenders. It will also produce an instant visitor's badge to identify you and your destination. Please return the badge when leaving the building.
3. Students will not be released to an adult other than the child's parent unless the parent has designated (in writing) that another person(s) may pick up their child.
4. The only entrance to the school after 8:00 a.m. will be through the front foyer entrance. You must go through the office to get in the building.
5. The gate from Spring Lakes to the playground will be open in the morning from 7:30 – 8:00 and from 3:15-3:30. Students may enter the rear door of that leads to and from the Spring Lakes neighborhood. Parents must enter through the front entrance for the safety of our students.

Transportation Changes:

1. All changes in transportation **MUST be in writing** and sent to the school with your child.
2. We **cannot** accept changes over the phone.
3. Transportation changes should be for **emergencies** only! Please keep your child's transportation consistent.
4. We **cannot** accept transportation changes after **1:00 p.m.**
5. Any exception to the above will require administrative approval.
6. Children **may not** be taken off a bus once boarding has begun.

Car Rider Procedures:

1. The **Louetta Road** entrance is for Day Care Vans **only**. Car rider traffic should **yield** to day care vans for the safety of both vehicles.
2. The **Hardy Street** entrance is for Staff and Car rider traffic. The loop around the parking area is one way, **please observe** the right turn only and be aware of the **pedestrian crosswalk** that leads to the front entry.



3. Students may not be dropped off before 7:30 a.m. and cars should pull forward so that our staff may assist your child. Please do not pull around cars that are unloading until you are directed to do so.
4. Car riders will be dismissed at 3:15 p.m. Make sure that your student identification hang tag is clearly visible through the windshield. Pull forward to the cone as instructed and come to a complete stop.
5. Parents may not walk students to their car during car rider dismissal. If you must walk your child to your car, you will be asked to wait until the car rider line has cleared. Pedestrian traffic must be kept to a minimum during this time.
6. Cars will not be allowed to leave the parking lot during car arrival and dismissal times until the line has cleared. This is for the protection of our pedestrian traffic (including students and staff with disabilities).
7. If you pick your child up for an early appointment, you must do so **no later than 2:30 p.m.** to avoid pedestrian traffic and confusion at dismissal. **After 2:30 p.m., you will need to pick up your child in the car rider line.**



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My signature below acknowledges receipt of these guidelines. Please return this portion to your child's teacher.

Student Name: _____ Grade: _____

Parent Signature: _____ Date: _____

"Spring Independent School District is an equal opportunity employer. The Board of Trustees and its agents, officers and staff members shall not discriminate on the basis of gender, race, disabling condition, age, color, religion, national origin, military status, or any other legally protected status in making decisions regarding staff members or students."