

Thank you for helping keep our students safe!

1. What is the purpose of this newsletter?

In light of recent tragedies happening across our country in schools, the staff at Belle wanted to communicate our procedures for dropping off students, picking up our students, and visiting throughout the school day. Our intention with these policies is to create the safest environment possible for your student where they can grow and learn safely with as few distractions as possible.



2. Arrival:

Showing up to school on time is extremely important for your child's academic success. Our school day begins at 8:00 AM. Once students enter the room, they begin their morning work. Every minute your child is late, your child is missing valuable instruction and morning rituals with his or her class. Remember...Be here by 8...or you are LATE.

Students arriving late (after 8:05) need to check in at the office to receive a tardy slip before going to their classroom. Parents will not be allowed to walk down the hallways after 8:05. Once the students are in the classrooms, we want to keep our hallways with as few distractions as possible. We also want to encourage your child to develop responsibility, independence, and the ability to follow multi-step directions. The Foyer and Vestibule is a perfect space to give your child a hug and wish them well for the day. They can do it!

3. Visiting during school hours:

We welcome parent visits to Belle Alexander School when classroom activities permit. All visitors must check in and out through the office. This is for the protection of the students and staff and to avoid interruptions in the classroom. Visits should be limited to the length of the activity. You are always welcome to schedule another visit in the future.

Volunteers that have been approved by the board must sign their names in the Volunteer Sign-In book in the office upon arrival and sign out upon leaving so that we will know who is present in case of an emergency at school or at your home.

4. Dropping off supplies and materials:

If your child forgets his/her lunch, glasses, birthday treats, etc. please bring the items to the office and we will make sure that your child gets it. Please do not go to the classroom as this could be disruptive to the learning environment. If you need to see your child, we can call them down to the office for you.

5. Departure:

At dismissal parents and guardians picking up students need to wait in the vestibule or outside in front of the school to limit congestion.

Thank you again for all you do to help us make our school the very safest it can be! If you have any questions or would like to discuss any of these procedures, please feel free to call the office and set up a meeting time.

Sincerely,

Mrs. Baney, Principal