



**Ferguson-Florissant
School District
Reentry Handbook
Ferguson
Middle School
2020-2021 School Year**



Safety
Access
Schedules
Support

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Visitors



Letter from Dr. Davis

Dear Ferguson-Florissant Families,

I am excited to welcome you back to in-person learning in the Ferguson-Florissant School District. We have missed seeing you learning and growing in our buildings. We know that nothing beats face-to-face instruction with students and teachers in the same physical classroom.

It is my hope that this handbook will serve as an important and user-friendly tool for all families navigating our return to in-person learning. In this handbook you will find much information about how we plan to address health, safety, and instructional delivery within each of our buildings.

While we have been planning for an eventual return for many months, there undoubtedly will be some bumps in the road. I appreciate your patience and support as we move forward together in-person and virtually. Please keep the lines of communication open with your child's teacher and principal, so we can address concerns as we enter this next phase of learning.

Onward together,

Dr. Joseph Davis

Superintendent of Schools
Ferguson Florissant School District



Letter from Building Principal

Dear *Ferguson Middle* School Community,

On behalf of the entire staff, it is my absolute pleasure to welcome you back to the 2020 - 2021 school year. We have invested much time and energy as a community to find the best ways to provide both a virtual and in-person learning climate.

We hope you find this document to be filled with helpful resources and pertinent information that clarifies our commitment to a safe learning environment whether it be a completely online or hybrid model. If you have questions or need clarification on any information as you read through the document, please do not hesitate to contact us. Page 5 includes a list of key personnel whose sole purpose is to make sure all our students and families are supported.

As always we appreciate your patience and partnering as we are on this journey together. This is OUR school.

Stay safe, stay connected, and Go Comets!

Dr. Ce Andre Perry, Principal

*****Note: Handbook policies and protocols are subject to change based on student, staff and building needs as we work forward through the re-entry process.**



School Contacts

Name	Email	Phone Number
Principal: Dr. Ce Andre Perry	cperry@fergflor.org	506-9606
7th Grade Assistant Principal: Mr. James Robinson III	jrobinson@fergflor.org	506-9621
8th Grade Assistant Principal: Ms. Ashanti Moorehead	amoorehead@fergflor.org	506-9618
8th Grade Assistant Principal: Mr. Jontae Govan	kgovan@fergflor.org	506-9611
Instructional Support Leader: Mrs. Emily Dolphus	edolphus@fergflor.org	506-9687
Special School District Coordinator: Ms. Jennifer Macalady	jmacalady@fergflor.org	506-5650
Office Manager: Ms. Sylvia Woods	swoods@fergflor.org	506-9607
Registrar: Mrs. Debbie McGuire	dmcguire@fergflor.org	506-9608
Nurse: Ms. Pamela Norman	pnorman@fergflor.org	506-9625
7th Grade Counselor: Ms. Paige Jackson	pjackson@fergflor.org	506-9836
8th Grade Counselor: Mrs. LaDonna Sutherlin	lsutherlin@fergflor.org	506-9616



After-School Procedures

In Person

In person students will not be able to stay after school unless a teacher has made a request to meet with them or if the student has arranged to meet with a teacher. Below is the process for students to stay after school.

- Students participating in clubs, activities, or athletics will report to their designated area at dismissal.

Students will need to arrange with the teacher in advance to stay after school for help. Teacher will notify the grade level office that the student will be staying after school.

- Teachers can also request for a student to stay after school. Those requests will be arranged through the grade level offices.

Virtual

- Students participating in virtual learning, will need to complete a screener each time they enter the school for practices and activities.

Attendance

In Person

Although student attendance is always important for academic success, we know during these times our families will be extra cautious sending their child to school when they are exhibiting symptoms that could be contagious. We appreciate your efforts to screen your child daily for symptoms and keep them home if there are any concerns. Please continue to call in any absence and provide information that would be important to the overall health of our school. If your child will be staying home due to illness, please do the following:

- **Call the school's registrar personnel to report your child's absence (314-506-9608)**
- If your child has a **POSITIVE COVID** test result and/or have to **QUARANTINE** due to exposure, please contact Ferguson Middle School at **(314-506-9600)**
- **[COVID-19 Protocol for Students](#)**

Please note: **If your child is experiencing symptoms as noted above, please do not send them to school and call the school to alert them that they are staying home.** We encourage you to reach out to your doctor prior to returning to school. If you have any health questions or concerns, please reach out to your school nurse.

Virtual

- Students are expected to attend class via Zoom at the beginning of each class period to receive instruction from their teacher for that day. Students should refer to the teacher's Canvas page for Zoom links.
- If your child is not feeling well enough to attend class virtually, they should contact their teacher for missed work and instruction.



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Arrival and Dismissal Procedures

In Person

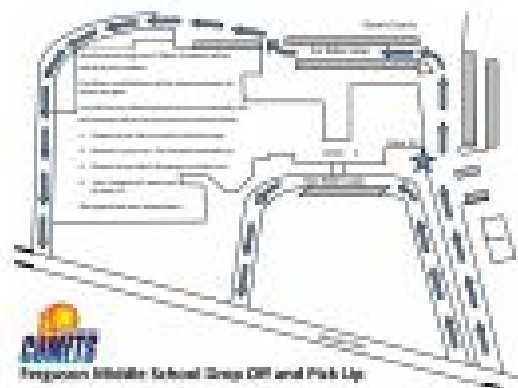
Arrival

Students are not able to have access to school until 7:15 am at Ferguson Middle School. Students should not plan to arrive or be dropped off prior to 7:15 am. **Upon arrival, 7th grade students will enter at door #5. 8th grade students will enter at door #2. All students will be provided a grab and go breakfast upon entry in the designated areas.** Students will need to remain in their class until the start of the day. Students will not be able to congregate in the halls or commons prior to school. Breakfast will be over promptly at 7:25 when the 1st hour begins.

Dismissal

Students will be dismissed through a staggered dismissal schedule to prevent congestion at common exits in the building. Students will be expected to remain in their classroom until they are dismissed by their bus number. Students who are carpooling and are dismissed at separate times should make a plan to meet at the driver's car if necessary.

- Staggered Release Schedule
 - SSD Buses/Exit Door number 14
 - Bus riders/ Exit Doors 1,2 and 5
 - Walkers and Car riders/ Exit Doors 1, 2 and 5



[FMS Drop Off/Pick up Map](#)

Virtual

The school day is 7:25 AM - 2:30 PM for middle school. Students are expected to actively engage in virtual instruction daily.



Breakfast

In Person

A Grab N Go breakfast will be available for students before school when entering the building at 7:15am.

Lunch

In Person

For in-person sessions, lunch will be available as a Grab N Go lunch during designated lunch periods. No additional purchases will be available in the cafeteria during this time.

Virtual Breakfast and Lunch

TBD - Breakfast will be available for pick up at times/locations to be determined.

Bus Transportation

In Person

Continuing safety measures on our school busses will be important to keeping our students healthy during this time. All bus drivers will be required to wear masks and have minimal contact with students. The interior of the bus will be disinfected with special attention to high touch surfaces. The following will be implemented on buses to ensure proper health safety to reduce the likelihood of spreading disease:

- Students will be required to wear face masks at bus stops and while on the bus at all times.
- When waiting at bus stops, students should maintain at least six feet of social distancing when possible.
- To minimize the spread of germs, buses will be loaded starting at the back of the bus, then moving to the front.
- Same-family households will be expected to sit together in a seat when possible..
- Assigning students to sit in the same seat going to and returning from the school, unless the Transportation Office has granted prior approval.
- Students should remain in their assigned seats while on the school bus.

Students who ride a Special School District Bus:

- Drivers and Monitors are asked to self-screen for any symptoms prior to reporting to work
- "COVID" bags containing hand sanitizer, gloves, face masks, face shields, Kleenex, district approved sanitizer spray and wipes (both CDC compliant) will be available on all buses
- Drivers and Monitors are required to wear face masks or shields when interacting with students
- Hand sanitizer will be provided upon entry and while riding the bus
- Buses will be disinfected nightly and between each school run
- All persons entering the bus will have their temperature taken prior to admittance
- **Any person registering 100+ will not be allowed entry.** Schools will be notified of any student denied transportation due to fever

*****Note: Handbook policies and protocols are subject to change based on student, staff and building needs as we work forward through the re-entry process.**



Virtual

Transportation is not required for virtual instruction.

Classroom Expectations

In-Person

- Students and staff must wear masks at all times.
- Students should practice hand hygiene as they enter and exit the classroom with hand sanitizer. Hand sanitizer will be available in all classrooms.
- Students will be expected to maintain social distance in the classroom.
- Students must sit in the teacher assigned seat. No mingling or congregating with classmates before or after class
- Limit unnecessary movement during class
- Seating will be separated a minimum of 3 feet to optimal 6 feet in classrooms.
- Students should bring necessary materials for class including school supplies, textbooks, and chromebooks fully charged.
- Students will adhere to all health and safety measures for labs or activities. These measures will include social distancing during activities and hand hygiene before and after.
- In-person students are expected to attend class in-person. Virtual students are expected to attend class virtually. If absent, virtual or in-person, students will need to contact the teacher regarding missed instruction and assignments.
- Students should bring their chromebooks to class daily.
- Students will continue to use the Canvas platform from which they have accessed their learning all school year.

Virtual

- Students that chose to remain virtual will continue their studies online.
- Follow appropriate online “netiquette” expectations, outlined in the Digital Citizenship Contract for Students
- Stay informed by checking your Canvas account and district email daily, as appropriate
- Establish your learning routine and prepare a space where you can work effectively and successfully. This should include having a quiet space in your home where you can participate in video conversations with others, for live lessons or two-way communication with teachers.
- Prepare a daily schedule.
- Be an active learner, proactively communicating with teachers if you need additional support or may not be able to meet assigned deadlines
- Whenever possible, create balance in your day so that you’re not sitting and/or online for hours at a time
- If you’re going to participate in a Zoom video session, please dress appropriately for school and make sure there is nothing behind you that you don’t want others to see. When using Canvas, only submit audio/video files that are appropriate.

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- Engage in all learning with academic honesty and integrity. Do not falsify information about yourself or impersonate others online.
- Ask questions, be persistent, and work to solve problems that may occur. Nothing about this experience is normal, so we must be patient and accept there will be challenges and missteps along the way. Be kind to your teachers and your family members. Don't be afraid to tell others when you're frustrated or upset, but know that you can't simply give up, either. We will be better when we support each other

Cleaning - Building Readiness

In Person

- All spaces have been cleaned and disinfected, and equipped with disinfecting spray or disinfecting wipes for adult use.
- Each class room has been equipped with a hand sanitizer floor stand and dispenser. Hand sanitizer dispensers have been mounted throughout the building in hallways, office areas, cafeterias and gyms.
- Custodial staff will disinfect high-traffic areas as often as possible throughout the day, and all surfaces will be cleaned and disinfected each evening.
- Buildings will be thoroughly cleaned each evening with focus on high touch areas.
- Restrooms will be checked and cleaned regularly throughout the day and documented on the back of the door.
- Staff is encouraged to utilize the spray disinfectant and paper towels available for use as needed.
- Deep cleaning by custodial staff will occur with the notification of a positive COVID case.

Virtual

Emergency Drills

Each school will schedule planned emergency drills that incorporate social distancing.

Field Trips

Schools will participate in virtual field trips only.

Gradebook - TylerSISK12 vs Canvas

Tyler SISK12 will continue to be our official grade reporting system. To accurately understand your grade you should continue to refer to grades in TylerSISK12. In Tyler SISK12, some courses may also have category weights for assignments and assessments to calculate a student's overall progress. Canvas is used as a curriculum management tool. While Canvas can show individual scores for some assignments, it does not show the accurate class average since categories are not weighted and not all assignments are collected and scored in Canvas.

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Hallway Expectations

Hallway movement will be limited whenever possible. Students are expected to walk to the right. During class transitions, students will space with physical distancing. When in line, students will be reminded to allow 3-6 feet distance between themselves and others. Students may not cluster with friends in classrooms or hallways. Students are not allowed in the hallways without a pass during class times. During the passing period, move from one class to another without stopping to visit.

Health and Safety See Below

In Person

It is the goal of the Health Services Department to provide safety and support to all Ferguson-Florissant School District Students and Staff. Nurses and Clinic Aides have been trained on the procedures that should be followed if students or staff should become ill while at school. In addition to our regular health office, our building has a designated isolation room where individuals who may be experiencing COVID-19 symptoms may rest while waiting to be picked up. It is important that students experiencing COVID-19 symptoms be picked up immediately. Please be sure that your contact information is up to date so that we can provide the best care and highest level of safety to our Cross Keys family.

All who enter the building must wash their hands or use hand sanitizer. In addition to the restrooms, all learning spaces are equipped with stand alone hand sanitizers. Signage and frequent reminders will be given so that students are encouraged to wash their hands and/or use hand sanitizer frequently.

Health and Safety Information:



Daily Health Screening

Daily screening of students by caregivers is required every day for in person learners prior to coming to school. The next page has a checklist of symptoms that will help you decide to keep your child at home. If any of the symptoms are left unchecked (your student shows the symptom), the student should remain at home. Expectations and protocols for daily screening will be communicated to families prior to the start of in person instruction, with regular reminders provided throughout the semester. Please plan to make this daily screening a part of your morning routine.

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Ferguson-Florissant Morning Routine:

Screen your child for symptoms so we can keep everyone healthy at school.

- No fever or chills
- No cough
- No shortness of breath or difficulty breathing
- No sore throat
- No headache
- No muscle aches
- No nausea, vomiting or diarrhea
- No new loss of taste or smell
- No runny nose or congestion
- No close contact with a person with COVID-19 in the last 14 days

Sick? Stay H❤️me!



Source: Missouri Department of Elementary & Secondary Education

If your child is experiencing symptoms as noted above, please do not send them to school and call the school to alert them that they are staying home. We encourage you to reach out to your doctor prior to returning to school. If you have any health questions or concerns, please reach out to your school nurse.



Monitoring Symptoms - At Home Health Screener

It is important for us to continue to monitor our own symptoms daily to prevent transmission through our classrooms and schools. Families should monitor their child's health symptoms each morning prior to school. If your child is displaying symptoms please, please keep them home.

If Symptoms Develop While at School



Students or staff who develop symptoms suggestive of COVID-19 or those with a positive response to the questionnaire during the school day will be assessed by the school nurse, with the district nurse available for consultation, as needed.

[Health Office Guidelines](#)

HVAC

The HVAC systems have now been calibrated to provide fresh air at volumes that exceed those recommended in response to COVID-19. All Air Handling Units (AHUs) have been inspected and are working properly, all exhaust fans are in working order. District-wide, all air filters have been replaced and will be replaced based on a stringent schedule to assure safety. The HVAC systems operate using filtered outdoor air while the air in the building is replaced every 15 minutes.

Inclement Weather

In the event of inclement weather (snow day), in Person Students will report virtually to class from home.

In the event of a late arrival or early dismissal, *virtual* Instruction will continue and students are expected to log on as soon as possible.

Instruction

In Person and Virtual

Instruction will continue within the Canvas platform that students have used all school year. Each student will be engaged in quality instruction and meaningful interaction with content. The learning management system, Canvas is a critical component for instructional delivery and will be utilized daily. The instructional block includes core instruction and intervention each day. Concurrent instruction will allow learning to continue when quarantined.

- At middle school 45 minutes of core and 25 minutes of intervention/enrichment

Materials Needed: Fully charged Chromebook, charger, and a mask.



Office Hours/Student Support Time

Student Support Time is an opportunity for students to seek additional help from their teachers. Students can seek additional academic, behavioral and social emotional support. There are multiple opportunities to connect with staff:

- Email teacher with questions
- Each instructional block has a designated time for intervention and/or enrichment.
- Additional support is available virtually on Fridays during study halls. Grade level teachers will be able to provide more information.

Examples of Class Instruction

Teachers will work with both in-person students and virtual students on best practices, curriculum content, and resources. The chart below helps describe how class instruction may look for *virtual* and *in-person* students.

In-person Students	Virtual Students
Expectations	Expectations
<p>There may be times when your child will be asked to work independently in class so that teachers can work with at-home students.</p> <p>Your child will follow the virtual schedule for the class they are in if they are unable to attend due to symptoms or if they are quarantined.</p> <p>All staff and students will be required to wear masks at all times.</p> <p>Parents will conduct a daily health screening for their children. If students are showing symptoms, parents will keep their children home and communicate their absence.</p> <p>Each class will have a required seating chart.</p> <p>Students will not be allowed to congregate in the hallways before, during, or after school.</p> <p>For health and safety reasons, the building will open at 7:15 am.</p>	<p>Your child needs to log on to the classroom Zoom at the specified time for each class period for attendance and to receive instructions for the class.</p> <p>Teachers may choose to live Zoom lessons with at-home students, or they may serve virtual students with a combination of live Zoom and small group learning (ie. learning that students obtain independently)</p> <p>Students can expect to work independently at times throughout the day.</p> <p>Your child may be included in additional class activities (with students at school) depending on the class or activity that would require them to remain on Zoom for an extended period of time</p> <p>Zoom links are posted on the Canvas landing page for the course.</p>



Expectations for Both Visual and In-Person Learners

The classroom teacher is responsible for both at- school and at-home students.

Both virtual and in-person students work on the same content; however, delivery will vary. Your child may have independent work to complete outside their school day.

Your child will continue to use Canvas. Your child may have independent work to complete outside their school day.

Teachers will continue to use Canvas as a communication hub for both at-home and at-school students (Course information page, Inbox, Calendar, Modules [Lessons] Link)

Teachers will determine how to deliver instruction for at-school and at-home students based on best practices in their content areas.

At-home students and in-person students will have a consistent format of assessment.

Lockers

In Person

Academic Lockers - Students will not be assigned academic lockers this school year to help improve the flow of traffic in the halls during the passing period and prevent clusters of students. Students should be prepared to carry all necessary items with an appropriate clear backpack.

PE Lockers - Students enrolled in physical education classes should come to school dressed to actively participate in class. Lockers rooms will not be available for students to change before or after PE class.



Masks

In Person

Masks are **required** to be worn at all times. If students or staff forget their mask or do not have a mask, a disposable mask will be provided. The most effective masks are made with at least 2 layers of fabric which cover their nose and mouth without large gaps and include ear loops or ties for adjustments. Please note, the following types of masks are **not allowed** as they are less effective in blocking respiratory particles:

- Bandanas and gaiters
- Masks with a breathing valve or “button” vent

If a student forgets his/her mask or does not have a mask, disposable masks are available and will be provided as needed. Masks will be available in classrooms, at the main office, and in the nurse's office. All masks should be changed if they become wet or soiled, dropped on the floor, or otherwise contaminated. Students will be taught and reminded not to touch the front or inside of the mask and to use the side loops to put on and take off the masks.



Meetings

In Person

Meetings for student support such as IEP meetings or 504 meetings will continue to be held virtually. Parent-Teacher conferences will also continue to be held virtually. Any other meeting needed should be scheduled in advance with your child's grade level office or guidance counselor.

Guidance Office Procedures

Guidance services will continue to be available to students for academic, behavioral and social emotional support. Students will be encouraged to make an appointment with their counselor to provide the least disruption to their academics and classes. Students can make an appointment by emailing their counselor. Drop in services will still be available for any student needing immediate assistance.

Virtual

All meetings will be held virtual.

Parent Engagement

We will host virtual and in-person sessions in order to provide families an opportunity to visit their children's schools and learn more about the reentry process.

Physical Education

In Person

The District will make every effort to hold Physical Education (PE) classes outdoors. In the event that PE cannot be held outdoors, classes will take place in a gym, weightroom, or a classroom with 12 feet of physical distancing for aerobic activities, while also wearing a mask.

Until further notice all students will not change their clothes for participation in PE, and the locker rooms will not be accessible. Please wear proper athletic footwear and attire, regardless of the location.

Students should also be prepared to participate in outdoor classes by wearing proper outdoor attire (jackets, sweatshirts, long sleeve shirts, sweatpants, etc.).

All students, in person and virtually, will be required and encouraged to participate in their assigned PE class, regardless of the class being administered in the live, synchronous, or asynchronous format. Grading criteria will be presented and reviewed by each student's teacher.

School Nutrition

In Person

For in-person sessions, lunch will be available as a Grab N Go lunch during designated lunch periods. No additional purchases will be available in the cafeteria during this time. Students will be supervised to wash hands before and after eating all meals. Proper



sanitation protocols (hand washing or sanitizing prior to consumption; appropriate containers for food waste; physical distancing; not sharing food/drink) will be followed. The use of the cafeteria itself will be determined on a case-by-case basis.

Virtual

The District will continue the healthy school nutrition program our families rely on to both in school students and virtual learners.



Restrooms

In Person

Restrooms will be open during passing periods. Students will not be given a hall pass during the first and last fifteen minutes of class. Only 4 students will be allowed in the restroom at a time. Students should practice social distancing in the restroom, wear masks and hand hygiene. Hand sanitizer will be available by restrooms.

Students will be expected to continue to move from class to class during passing period and avoid congregating with friends during this time. It is important that students do not cluster in halls to allow for maximum space for students to safely and comfortably travel.

Signage will be in place to maintain 3-6 feet of social distancing outside of the bathrooms, and to ensure handwashing and/or sanitizer usage.

Our custodial staff will disinfect often with full sanitization.

Virtual

Teachers prefer students to use the restroom during passing periods of the virtual schedule.



School Hours

In Person

The school day is from 7:25AM-2:30PM. Students may enter the building at 7:15AM and proceed to their classrooms.

Virtual

The school day is from 7:25AM-2:30PM.

Schedules

In Person

Monday thru Thursday students receive instruction in person. On Friday, students complete asynchronous instruction and have the opportunity to attend virtual study hall. They do not attend in person.

Students will be able to access their schedules from the Tyler Portal. A great deal of time, effort, and thought has gone into the process of student placement for the 2020-2021 school year. Courses were created based on student needs and interests and are balanced. Our class lists are structured to provide equitable class sizes at each level. Moving students is difficult without causing imbalances and inequities; therefore we will not honor requests for change of teacher, lunch, P.E., or study hall.



Middle School 20/21 Schedule (in person/virtual)		
Breakfast	7:15 - 7:25	
Period 1	7:25 - 8:34	
Period 2	8:38 - 9:46	
Period 3 - Advisory	9:50 - 10:20	
Period 4	10:24 - 12:05	1st Lunch 10:24 - 10:54
		2nd Lunch 11:00 - 11:30
		3rd Lunch 11:35 - 12:05
Period 5	12:09 - 1:17	
Period 6	1:21 - 2:30	
Friday	7:25 - 2:30	Asynchronous

Special Education

Special Education Services Students will continue to receive all services as outlined in his/her IEP, regardless of the parent's declaration of "in-person learning" or "virtual learning". The instructional platform for all students will continue to be Canvas and Zoom. In the case of a special education teacher being quarantined and unable to teach, a trained paraprofessional or substitute will provide educational services. All meetings called for the purpose of an evaluation, planning, or determination of services by Special School District staff will be held virtually using the Zoom platform. In advance of the meetings, all attendees will receive an invitation via email including the Zoom link. For building specific information, please contact the assigned Area Coordinator

Student Support

Addressing the social-emotional needs of students remains an important aspect of Ferguson Middle School and we recognize students will not be ready to engage in formal learning until they feel physically and psychologically safe. Establishing a sense of safety and community may take weeks or even months and all staff are prepared to provide support. As we re-enter school, we will create an intentional focus on social and emotional skill building, mental and behavioral health, personal safety and self-regulatory capacity, which likely regressed due to the lack of social interactions between peers and teachers. If you would like someone to contact you for additional support for your child(ren) please contact your child's grade level counselor. [See contact](#)



[information.](#)

Focus Priorities: Connections, Relationship Building, & Routines

- Collaboration between the Ci3T Core Team, counselors, administration, and teachers.
- Advisory teachers will deliver 7 Mindsets lessons and team building activities.
- Teachers will facilitate community building circles.
- School Counselors will deliver lessons to students about exploring and handling feelings, provide individual and small group counseling, and make referrals to outside agencies as needed.
- School Social Workers are available to assist your family as your student(s) transition back to school
- St. Louis Children's Service brings specialized services and programs to our schools through our partner agencies and are ready to support students with mentoring and counseling

Guidance Office Procedures

Guidance services will continue to be available to students for academic, behavioral and social emotional support. Students will be encouraged to make an appointment with their counselor to provide the least disruption to their academics and classes. Students can make an appointment by emailing their counselor or stopping by the guidance office. For quick questions students are encouraged to email their counselor directly. Drop in services will still be available for any student needing immediate assistance. Virtual students will join each hour at the beginning of class.

Supplies

Items to Bring to School:

- Chromebook fully charged every day
- Clear backpacks
- Extra Masks
- Handsanitizer
- Water bottle
- Necessary class materials for the day
- Headphones

Technology

Chromebooks

Students will be expected to bring Chromebook to class every day, fully charged. At Home students will be expected to log in to each class via Zoom at the beginning of each hour. If students have an issue with their Chromebook they should do the following:

- Software Issues - Fill out a help desk ticket online at <https://onedistrict.fergflor.org/service/portal.asp> or call the Help Desk at 824-2299.
- Hardware Issues - take the device to the school library to be dropped off and fill out a help desk ticket. At Home students will also need to bring the device to school to be turned in.



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Visitors

The District campus will be closed to all visitors without prior appointment and completion of an online health assurance screener. Parents/guardians visiting campus for any reason other than arrival and dismissal must schedule the visit.

The front office is closed to visitors. Parents need to call the school office to check a student in or out. We ask parents to please remain in the car, and a staff member will ensure your child safely reaches your car upon parent request. For safety reasons, recent graduates will not be allowed to visit.

It is important to remember:

- Families must drop students off outside of the building and are not allowed to walk their child inside.
- Drop-offs must be as brief as possible.
- Visitors will not be allowed unless previously scheduled.
- Staff members will be present to ensure students safely enter and exit the school.

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