



Dear Parents:

February, 2013

As we continue to review and refine our security procedures, please note the following:

### **Updates**

- Our main entrance doors are no longer open during the morning hours. Our Greeter, Mrs. Kiewra, is available to “buzz” parents and students in for morning clubs and meetings. For all morning clubs, please walk children to the main entrance and buzz in.
- **Doors will now be locked after school as well.** Students who participate in after school clubs will be walked to the main entrance for dismissal. Parents will not be able to enter the building to pick up children after school. This is an important change that will help keep our building secure while after school clubs and programs are running. I **MUST** have your cooperation with the following:
  - All group leaders (Science Adventures, Brownies, Cub Scouts, etc.) should walk all students to the main entrance at the end of your meeting. Parents may pick up students outside. Please do not allow anyone to enter the building.
  - Parents and students will not be able to return to the building to collect homework, books, etc. Please make use of Moodle, ThinkCentral, and other resources.
  - If you need to pick up your child before the scheduled end of a club, please either send a note in the morning (which we will forward to the group leader) or contact your group leader by cell phone. Children may be walked to the main entrance by an adult in this case.
  - SCOPE students will have a new procedure for dismissal. Look for communication from that program for details. SCOPE personnel will work with you to safely dismiss students at the main entrance, but parents will not be able to walk to the APR or Art Room as in the past.
  - Please **DO NOT** ask SCOPE personnel or custodians to allow you into the building. I will direct these staff members not to allow any visitors into the building, and I expect the Norwood community to be respectful of that.
  - Night groups such as basketball, pack meetings, PTA functions (Family Game Night, etc.) are not affected by the new procedure. Custodians will unlock the main entrance for these groups. Please note that adults involved in these groups must provide constant supervision for children as the building will be open during these evening activities.

I have included several reminders for other procedures on the back of this sheet for reference. Thank you in advance for your cooperation as we continue to find ways to improve our safety and security procedures. If you have any questions, please contact me at 631-262-6830.

Sincerely,

Michael L. Genovese  
Principal

## **Reminders**

- All visitors to Norwood must be able to present photo ID and reason for visit. Though Mrs. Kiewra knows almost all of you, a substitute Greeter does not.
- School hours are 8:30 – 2:50. Students are expected to arrive between 8:00 – 8:25. Students must not be dropped off prior to 8:00 unless participating in a morning club activity with a teacher. Also, please do not schedule outside appointments during the school day.
- If you drop your child off **after 8:30**, an adult **MUST** walk each child to the main entrance and check in with the Greeter. We have had many instances when children walk themselves to the main entrance and attempt to buzz in. Unfortunately, the students cannot be seen through the window and they have difficulty gaining entrance. Similarly, if you drop off a child for a morning club, that child must be walked by an adult to the main entrance.
- For arrival and dismissal, continue to use the dropoff/pickup area by the crosswalk and the parking lot as in the past. In the lot, dropoff is most conveniently done along the curb by the cafeteria. If you choose to park, use marked spots only and walk children through the lot. Children should never walk through the lot alone. Also, please be considerate and do not walk between parked cars. Many teachers' and parents' cars have been scratched by backpacks.
- Keep your dismissal plan consistent. Do not make changes except when absolutely necessary. When you must make a change to the dismissal plan, write a note to your child's teacher in the morning. In emergency situations, a call may be made to the main office during the school day to change a dismissal plan, but we strongly discourage this practice.