

# Norwood Public School - Visitor Security Protocol

The following outlines the required protocol for visitors on Norwood School District's campus:

1. All visitors are asked to enter the school only through the front doors. There is a doorbell and camera system at the main entrance which allows staff to identify visitors and let them in the doors. Once you have been buzzed in, proceed directly to the office and sign in. You will be asked for identification. A visitor's badge or label is to be worn while on campus. Please check out at the office and return the badge or label prior to leaving campus.
2. Parents/Guardians may access and escort their child to classrooms between the hours of 7:25 to 7:40 am. Visitors are asked to leave campus by 7:40 am to preserve the integrity of the instructional day. Students arriving after 7:40 am will need to check in at the main office and will be escorted to their class by a staff member or administrator. Students arriving late should be dropped off at the main doors in front of the parking lot.
3. If parents/guardians have business other than student drop-off between 7:25 and 7:40 am, you will need to check in at the office. If you would like to speak with a teacher or other staff member please schedule an appointment to help us preserve the integrity of instructional time.
4. If parents/guardians wish to participate in special events in their child's classroom between the hours of 7:40 am and 3:50 pm, the parent/guardian is asked to sign in at the Main Office and obtain a visitor's badge or label.
6. Parents/guardians are encouraged to visit school during their child's scheduled lunch time and have lunch with their child. Parents/ guardians will need to sign in at the office before entering the lunch room and obtain a badge or label.
7. Any parent/guardian picking up a student early must check in at the office and wait for their child. Students will be called to the office or escorted to the office by a staff member or administrator.
8. Staff members will **not** release a student to any person other than parent/guardian or designated emergency contacts whom the parents have indicated my check student out of school. Emergency contacts can be added by parents in Alma or updated via emailed to [teresa.neuberger@norwoodk12.org](mailto:teresa.neuberger@norwoodk12.org). Staff shall contact front office personnel when there is some question as to whether a particular individual is authorized to receive that student.

The staff and administration want to thank you in advance for your cooperation with these safety procedures. The safety of your students is a responsibility we take very seriously and we believe these procedures will help us keep your students safe while still providing an environment that encourages parent/guardian participation.