

Chaparral Elementary School

Claremont Unified School District

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PROCEDURES FOR COMING ON CAMPUS

Dear Parents,

It is necessary to review the procedures for adults, parents, volunteers and visitors who would like to come on campus. First and foremost, we ♥ our parents, volunteers and visitors. I'm sure you realize that it is imperative, for the safety and reassuring comfort of our students, staff and families, that the following procedures are adhered to.

Whenever you are on campus or in a classroom, other than the common waiting areas to pick up your child(ren), you **MUST** come into the front office, sign in and wear a "Visitor/Volunteer Badge." Thank you for returning to the office when you're finished, signing out and leaving the badge in the basket on the front counter.

Common waiting areas are: (only considered "common waiting areas" when it is nearing dismissal time for our students – during all school hours, please check in with the front office)

- grassy area out front of the school
- "breezeway" leading onto the campus
- lunch tables by the MPR
- Near the bike racks in front of Rooms 16-18

I can always tell when primary dismissal is within 10 minutes... the noise level outside my office door drastically increases. While I encourage parents to socialize, please monitor the noise level and young siblings running around, yelling or crying. Our classrooms are still in session and it really has become a disturbance problem. Remember, parents are **NOT** allowed in the quad areas or outside the classroom doors until the students are dismissed.

Parents are not allowed to loiter or be on the playground without first checking in the office and wearing a Visitor's Badge. You are welcome to periodically visit during recess and help turn a jump rope or play hopscotch, but to many students, we've had quite a few "strangers" on the playground. You may be Julie's or Steven's mom or dad, but you're a "stranger" to another child. We're teaching our students that if an adult has a "Volunteer/Guest Badge" then they're a helper at school.

Thank you for not walking into the classroom to "quickly drop off" a lunch, forgotten book, homework assignment, etc. Bring it to the office so the classroom is not disturbed. Please note: we do not call rooms for lunches – your child needs to check in the office if one was forgotten.

I am absolutely thrilled that, according to our 2006 Spring SSC Survey, **99.7% of our children feel safe at school!** Creating a safe environment so the students can learn and the teachers can teach is my number one priority. I'm sure you would not like to compromise the safety (or perceived feelings) of any child, staff or family.

If you have any questions or suggestions, thank you for visiting, phoning or emailing me.

Sincerely,