



Frazier Elementary School

Dr. Kelly Muic

Elementary School Principal, Federal Programs Coordinator & Pre K Counts Coordinator

November 30, 2018

1st Notice

Dear Parents & Guardians,

Re: Student Pick-Ups / Drop-Offs

As of Monday, Dec. 3, 2018, Elementary School Office procedures will be updated to increase the safety and security of our students and staff; as well as to maintain the confidential matters that occur daily within the office.

Parents/Visitors will no longer enter the interior office for late arrivals, early dismissals, or student item drop offs.

Updated Procedures:

1. Please ring the bell, state your child's name, your name and reason for your visit.
2. The *Student Arrival/Dismissal Log* will be available in the vestibule for you to sign in the student arriving late or sign out the student for an early dismissal.
3. If you are bringing in an item for your child (such as a forgotten lunch box), please attach a note with your child's name and homeroom teacher (if known) and leave it on the table. We will make sure he/she receives it.

Reminders:

1. Students who have a change in their normal dismissal procedures **must** be sent with a **written note** so that the homeroom teacher and the office are both informed well in advance.
2. Parents must limit last minute changes to actual, legitimate emergencies. The office and homeroom teacher both must have adequate time to be informed if a change in dismissal will occur.
Therefore, the office must be contacted before 2:30 pm.
3. Any student requiring an early dismissal between 3:00-3:15 pm will be sent out with the walkers and car riders. Please note walkers and car riders are regularly released between 3:05 - 3:12pm.

The safety and education of our students are our top priorities. We require your cooperation and understanding in assisting us in providing a safe educational environment for your child. Thank You!!!

Sincerely,

Dr. Muic

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