

Visitor Procedures for Custer Elementary School

Dear CES Learning Community,

The safety and security of all students is our top priority at CES. While we welcome you into our school at any time, we do ask that you follow our visitor procedures. Please take a few minutes to read over this reminder about our parent and visitor procedures.

In order to maintain a safe environment for all of our students, we require that all visitors, parents, and volunteers follow the visitors' procedures posted on the front door and in the front lobby. Our visitors' procedures are as follows:

- Please park in the parking spaces provided in the front parking lot and enter the school through the main entrance. There are signs at every door directing parents and visitors to enter through the front office. Please do not knock at another door and request for a student or staff to open the door for you. All staff and students have been instructed to direct all visitors to enter through the main entrance.
- At the front door, please push the intercom button. A staff member will ask you to identify yourself before being admitted to the building.
- Once in the building, please report to the office to sign in. Once you are signed in, then a visitor's pass will be issued to you.
- Before leaving the school, please return to the office and sign out.
- **Please note** – All visitors and parents may be asked to show a picture ID when entering the school.

During morning drop off time (7:15-7:55 a.m.), please follow these procedures:

- If you are walking your child into school, please park in a parking space in the front parking lot and walk your child in through the front entrance.
- If you are only walking your child to the front hall, commons area, or gymnasium, you do not need to stop in the office and sign in. There are several staff members in these areas during this time.
- If you need to speak with your child's teacher or if you need to go to any other areas of the school, please stop in the office to sign in and obtain a visitor's pass.
- Please do not park in the back and enter the building through the back doors during car drop times. Staff members on duty do not have sign in sheets or visitor's passes, and they cannot leave their post to escort you to the office.

Thank you for your cooperation in following these procedures. Your support in helping us keep our students safe is greatly appreciated!

Sincerely,

Mary Beth Hodge, Principal