



Dandridge Elementary School

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Tommy Arnold, Principal

Effective August 1, 2018

To the parents/guardians of Dandridge Elementary School students:

This letter is a notification of changes to be made to our morning student drop-off and emphasis on afternoon dismissal procedures. In the light of recent tragedies across our state and nation, we are taking additional measures to keep our students safe.

Morning Drop-off Procedures

Parents/guardians will **no longer** be allowed to walk students into the building. Students can be dropped off through our car rider line in the front of the building. If a student is walked to the front school entrance, they must enter the school building **without** a parent or guardian. This safety measure will make it easier for school faculty and staff to identify possible threats to our students and school.

Two teachers will be in the cafeteria and in the gym each morning. An adult will be posted at the entrance doors. As always, administrators will be monitoring the building at car rider drop-off and bus drop-off.

Parents scheduled to work in a teacher's room will be able to enter the building at 8:10 a.m. Parents must be buzzed in at the main entrance. By that time, all students will be in a secured area with their teacher.

Any parent/guardian who needs to speak with a teacher must schedule a meeting during the teacher's planning period. For immediate attention, please call the school to speak with an administrator.

Afternoon Dismissal

For the safety of our students, we ask that parents stay in the line when picking up their children from the car rider line. An assigned tag must be displayed from the rearview mirror and cars should pull up to the designated pick-up number given to them by the teacher in charge. Anyone picking up a student without the assigned tag will need to park, and wait for school personnel to assist them.

Parent Visits

Parents will continue to visit our school between the hours of 8:10-2:50 by checking in through the front desk, as they have in the past. Kindergarten parents will not be allowed to enter the building before 8:10 when your child starts full time after the 10-day staggered enrollment period. Thank you for working with us on these additional changes. Just like you, student safety is our first priority.

Tommy Arnold