

STAFFORD SCHOOL COMMUNITY SAFETY MESSAGE:

STAFFORD IS A SAFE PLACE TO LEARN!

Our most important job at Stafford School is to work together to make sure all students are safe! In an effort to ensure that ALL people are accounted for at ALL times in the building, and that ALL people in the building are supposed to be here, we are again sending out Stafford School's protocol for visitors.

Please review and adhere to the following safety reminders to help us keep your children safe. Please also feel free to contact Ms. Irvine if you have any questions or additional suggestions. Thank you!

1. Visitors will be allowed into the building THROUGH THE MAIN ENTRANCE only after students are settled in their classrooms (9:05 AM). Extenuating circumstances will be handled on a case by case basis, including those needing handicap-accessibility and maintenance technicians who may need direct access to the lower part of our building.

2. All visitors must come to the main entrance and ring the bell.

- Visitors will be asked to state their name, purpose, and child's name/teacher's name (if applicable).
- *Visitors may be required to show their ID to the camera. If they do not have identification, and main office staff do not know the person, they will be required to get their identification prior to entering the building.
- Visitors must report directly to the main office and will be required to show identification if staff do not know them.
- **PLEASE NOTE: Office staff may not ask for identification if they know the visitor at the door. However, visitors must always bring identification to the school and be prepared to present it in the event that office staff do not recognize or know who they are.*
- **VISITORS: PLEASE DO NOT HOLD THE DOOR OPEN FOR ANYONE ELSE! ALL GUESTS MUST FOLLOW THE SAME PROTOCOL.**

3. All visitors must wear an approved form of identification while they are in the building and are required to sign in and out of the building in the office log.

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