



Help Us Keep Our Children Safe!

As we consider the events of Sandy Hook Elementary School in Newtown, Connecticut, we realize how fragile life can be and how quickly it can be gone. The tragedy has evoked sadness, grief, anxiety, and anger. In the end, people make choices every day between good and evil. Sadly, evil prevailed and innocent school children and adults suffered the consequences. One main goal of all schools is to keep children safe and at E.J. Muffley Elementary the Emergency/Security Plan is being reviewed and practiced. Our goal is to tighten the security expectations for entering/exiting the building; expect the following when coming to the building:

- Press the security buzzer outside the south door.
- Office personnel will ask, "How may I help you?"
- **Identify yourself/child and why entry to the building is needed.**
- Step toward the middle of the doors so office staff can see you on the office camera.
- A release button will be pressed to unlock the door.
- **Everyone must check in with the office after entering the building.**
- If your child needs to leave for the day, a call will be made to the classroom and your child will come to the office.
- Children must be signed out in the book near the office door
- **Visitors in the building must sign in and wear a visitor pass label.**

The guidelines will be strictly enforced and the staff appreciates your efforts in helping us have a safe building for children to attend each day.

Thank you,
Theresa K. Bowser, Principal

Dropping Off or Picking Up Your E.J. Muffley Student – January 2013

Our goal each day is to have students arrive and leave each day in a safe and orderly fashion. The Safety Patrol and adult staff will be in each area to assist children from cars and to cars each day. There are guidelines to follow and we ask your help in keeping our school as safe as possible.

A.M. only Guidelines

1. Drop off in the back of the building along the playground before 8:45am, but not before 8:20am.
2. Park in the middle of the playground if you are going to leave your car to go into the building. This is allowed due to the fact there is not a traffic problem; playground is not closed to vehicles like it is in the afternoon.
3. **Please walk your child to the building if you wish; adults must sign a booklet in the office and wear a name badge in order to escort a child to the classroom.**
4. Your child may not walk across the parking lot without a parent or guardian escort. Patrol members and staff will not escort children across the lot.
5. Please have child ready to safely exit the vehicle; our goal is to be as efficient as possible.

P.M. only Guidelines

Parent/Guardians

1. Pick up in the back of the building along the playground beginning at 2:55pm.
2. **Parking in the middle of the line of cars and entering the building to wait in the hallway is not allowed; children will be brought to your vehicle. Once one person does this then others follow suit and the problem begins.**
3. **The church parking lot is available if waiting in the line behind the school does not meet your needs.**
4. Vehicles must stay in the line and be ready to pull forward. You may be asked your child's name because at times there are staff changes in the back, please share the name.
5. Child will be called from the auditorium seating area and report directly to your car.

Students:

1. Students are dismissed from class at **2:55pm** and report directly to the auditorium seating area. (This is 5 minutes ahead of the other children in the building.)
2. Stay quiet (as possible☺), stay seated, listen for your name, and follow the direction of the adult(s) and Safety Patrol Team.

When the guidelines are followed, the drop-off and pick-up process can be very efficient and effective. Please share this information with anyone who may be dropping off or picking up your child. If further discussion is needed, please contact Mrs. Theresa Bowser at 424-3275. Thank you for following these basic guidelines so we can ensure a pleasant beginning and ending to each school day.