

Holy Name School Safety Procedures– 2016-2017 School Year

You have entrusted us with a great gift by sending your child(ren), and it is our duty to protect that gift when he/she/they are in our building. *Please familiarize yourself with these policies and let us together work in cooperation to implement them to the best of our ability and for the overall safety of our school family.* We are truly blessed here at Holy Name School with a safe and secure environment for our young people to attend classes each day. Yet, there is a need to continue to be vigilant to make updates and changes which can enhance the safety of our school and its students.

IDENTIFICATION CARD POLICY

1. ALL PARENTS/GUARDIANS who will be entering Holy Name School to pick up or drop off students are expected to show a school provided identification card prior to gaining access to the building.
2. Each family will be given four identification cards which may be distributed to parents, family members, etc... who will be picking up children from school or may need to gain access to the school for an associated reason.
 - a. Identification cards **need to be picked up in person at the school** between the dates of August 1st through 5th and August 15th through 19th. If you cannot pick up your cards during these two weeks, please call the office and make an appointment. When you come in to pick up your cards, you will be asked to sign a paper stating that you are aware of, understand and accept Holy Name School's identification card policy.
 - b. These cards will NOT identify the school, family or student by name as a safety protocol in case the cards are misplaced and found by someone else.
 - c. The cards will contain a **coded identification number** which will serve to identify who the students are who may be picked up by the person bearing this card.
 - d. As an additional safety measure, the cards will be color coded. Families with more than one student will receive a card color coded depending upon the class of the youngest student attending the school.
 - e. **Lost identification cards** should be reported to the school administration immediately. A replacement card may be made available to the parent / guardian.
3. In an extraordinary case where all parents, guardians and family members who possess an identification card to pick up a child are unable to reach the school, it is possible for the child to still be picked up.
 - a. The parent / guardian ONLY will need to call the school. The parent / guardian will then need to identify the student(s) who is being picked up **by using the student(s)' identification number(s)**.
 - i. This means that it is most important that you **learn and/or keep in a safe place on your person, your child(ren)'s identification numbers**.
 - b. Once the child's identification number is given and verified, the parent / guardian will state who is authorized to pick up the child. This person will then have to present a valid, government issued photo identification in order to pick up the child.

4. *The dismissal procedure at the end of the school day is as follows:*

- a. From 2:20 p.m. – 2:30 p.m. students in Grades 5 – 8 who are walkers or being immediately picked up will be allowed to exit the building for dismissal (along with any younger siblings in Grades Pre-K – 4). They will exit using the Read Street door.
 - b. From 2:20 p.m.– 2:30 p.m. students in Grades Pre-K – 4 (without older siblings in the school) will need to be picked up at the classrooms.
 - c. After 2:35 p.m. ALL STUDENTS will need to be picked up in the school building at one of the Extended Day locations
5. **ALL guests, visitors and volunteers** to the school will be asked for identification and reason of visit before entering the building.

During their stay in the building, these visitors and volunteers will be readily identifiable by the use of a lanyard stating “VOLUNTEER” or “VISITOR.”

6. NO ONE, UNDER ANY CIRCUMSTANCE, CAN BE GRANTED ACCESS TO THE BUILDING WITHOUT A VERIFIED IDENTIFICATION CARD AND/OR A VERIFIED PURPOSE TO BE IN THE BUILDING WHEN STUDENTS ARE PRESENT.

Again, as a parent, guardian, volunteer or guest at the school, it is asked that you please cooperate with this policy and understand that its real purpose is the safety of the school’s students, faculty, and staff.