

G.C. Burkhead Elementary School

SBDM Council Policy

Policy Number 14.03

Safe School Policy

To ensure the safety of all G.C. Burkhead students, and to facilitate the dismissal of students at the close of the school day, the following procedures will be implemented, monitored, and enforced.

- All visitors (including parents/guardians of enrolled students) will be required to first report to the office through the front doors and follow sign in procedures.
- All parents/guardians must have an educational interest pertaining to their entry into the school building.
- Students that check out before the final bell must be signed out through the office. This prevents unauthorized persons from picking up students and ensures legal transfer of students to an authorized adult.
- Students who are transported by their parents in the afternoon will be released to the cafeteria for safe after school pick-up procedures.
- Adults seen in a building, other than regular staff, will be asked their purpose for being there, should any direction be needed.
- All doors will be locked and remain locked at all points of entry.
- Visitors for special events such as programs, assemblies, and holiday meals will be checked in through the front office.
- Should any emergency arise, there are plans for appropriate staff response.

January 14th, 2020