

Building Entry

Building entry, school security, and safety are a top priority at Parmalee. School staff need to be aware of who is in the building and when. In order to ensure we are always aware of who is in the building, we have created these building entry rules:

Students

- **Car line and parent drop-off students** may only enter the building through one of three entrances between 7:40 am and 7:45 am:
 - The front entrance - for those students dropped off in front of the school
 - Students eating **breakfast can only use the front entrance**. Breakfast entry is at **7:30**.
 - The vestibule by the big playground - for those students dropped off on the back hill
 - The vestibule by the intermediate wing - for those students who are dropped off in the back lot

****Students should not be lining up *unsupervised* outside the building before 7:40. Staff cannot be responsible for the safety of unsupervised children.**

- **Bus students** arrive at 7:25 and are escorted through the front door and down to the gym, then supervised until the 7:40 bell.
- **Tardy students, or students arriving late due to an appointment**, need to be walked through the front entrance and signed in by their parent at the front office.

Adults

- **Adults** may only enter the building through the front entrance.
 - Adults will only be permitted in the building if they have a **designated volunteer time or meeting time coordinated with a teacher**.
 - Adults entering the building will need to log in to RAPTOR using their driver's license and then wear the provided sticker while in the building.
 - Adults **MUST** sign in as a visitor at the front entrance and sign out upon their departure.
 - When adults enter the building unexpectedly, it disrupts our student learning environment and is ultimately a safety concern.
 - If parents need something delivered to their student's classroom, Parmalee staff will be happy to assist.