



Norwood School

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“Success for Everyone, Everyday!”

February 26, 2015

To: Parents, Guardians, Volunteers, and Visitors

From: Mrs. Jodie Mattia - Principal

Re: Sign In and Sign Out Procedures

Norwood School’s current practice is to have our visitors sign in and out as they enter the building. Due to many visitors to our site, we have individuals entering through the side doors, not signing in or out and refusing to stop at the office upon entering the school building. Parents and visitors have also been in the hallways during instructional time. The challenge we have is the more visitors are seen in the hallway throughout the day, the less students and staff respond, which could lead to our students’ safety being at risk.

This challenge was brought to the Norwood School Council and they provided us with useful recommendations which will be implemented as of March 2nd, 2015 as follows:

1. All visitors to the school must report to the office, sign in, and pick up from the Administrative Assistant a lanyard which must be worn while in the school building when proceeding past the office area. The lanyards are for specific purposes: volunteer, school council, and parent. Please return the lanyard upon signing out.
2. Individuals without a visible lanyard will be questioned by staff and redirected to the office to pick up lanyard for the duration of their time within the school.
3. A sign will be posted in the front foyer reminding visitors to report to the office.
4. In order to keep disruptions during instructional time to a minimum, items for students may be dropped off at the office and will be delivered to students in a timely manner.

We thank each of you for assisting us in keeping our students and the learning environment safe and conducive to learning. If you have any questions or concerns regarding this procedure, please feel free to contact me at 780-352-3782.