Dear Sherman Community Members,

Today, Dr. Title posted a letter through Infinite Campus regarding safety and security in our schools. I hope you took the time to read this very important letter. A t Sherman, we are ever diligent about safety and security and I know that as a community we are heavily involved. This past week, the PTA sponsored a visit from Police Chief McNamara that was well attended. This morning, I held a Principal’s Breakfast to discuss safety and security as well as our school improvement plan and SBAC. Our focus for the future is to implement the recommendations from the police department and our superintendent. Below you will see the things that we need to do as a school to enhance our safety and security.

1. Band and orchestra students will continue to be met at the portable door by Mrs. Jimenez or Mrs. Zwickler. Please arrive between 7:50 and 8:00.
2. To enter the school at any time you **MUST** have an appointment. If you are volunteering in any classroom the teacher will enter your name on an electronic calendar that will be available on the office computers for the secretarial staff. **If your name is not on the list, you will be denied entry. No drop in visits will be allowed.** When you enter, please sign in and wear a visitor pass.
3. Having lunch with your child will be restricted to special occasions only (birthday). A birthday table will be established for you to sit with your child to have lunch. You will no longer be able to join other students at the lunch table. Please sign in and wear a visitor pass.
4. If you must pick up your child for an appointment during the day, **please notify the teacher in the morning** and he/she will put that information on the electronic calendar for the office staff. Early pickups are disruptive to the educational process in the classroom and are discouraged. Please ring the bell and let the staff know why you are here in order to gain entry.
5. If your child is coming in late, please walk them to the door, ring the bell, and wait for staff member to greet you and they will sign in your child. You do not need to enter the building.
6. Our office staff is very welcoming however if they do not recognize you as a parent or guardian, they will ask you for identification. Please be prepared to show your id if asked. Since we know you will be coming, it should be a quick and easy process.
7. Please do not let anyone else in behind you when you are let in. EVERYONE must ring the bell for check in with the office staff.
8. If your child has forgotten something, please utilize our ***oops*** cart. Ring the bell to alert the office staff that you are dropping off the item for your child and supply the teachers name for ease of contact.
9. The office closes at 4:30 (4:15 on Friday). If your child has forgotten their homework, glasses, instrument, etc. you **WILL NOT** be able to gain access to the building after the office is closed. Our custodians will not be able to answer the door for these requests any longer.
10. Committee chairs are required to set a time with the custodian to meet you at the door in order to let you in for before school, evening or weekend events. A committee member (not a child) is then responsible for letting in guests. The door must NEVER be propped open or unlocked.
11. If you are a committee chair and wish to check the PTA mailbox for any reason you must call the office to let us know that you are coming in. We will in turn enter your name on the electronic calendar to allow permission for entry. If you know in advance that every week at a certain time you will be here, the calendar can accommodate recurring events. Please do not enter the school proper as you have *office only* privileges.
12. For bigger events during the school day such as PTA meetings, Principal’s Breakfast, etc. we ask that you identify the purpose of your visit by ringing the bell. Once again the office staff may ask for ID if you are not a known person. Please continue to sign in and wear a visitor pass.
13. Classroom parties are not whole class parent events. This is the job of the room parent(s) to coordinate with the classroom teacher. Please refrain from visiting for such celebrations. Special sign in instructions will be posted and shared with you for whole school/class events such as Special Person’s Day, Halloween Parade, Kindergarten Sharing Party, D.A.R.E. graduation, etc. For all events, please sign in and wear a visitor pass.

The town, police, and school district are working very closely to ensure that our children are safe every day. As a community, we all hold a responsibility in creating a safe yet welcoming environment. Following our enhanced security requirements are a big part of that. Thank you for your help and patience. If you have any specific concerns, please feel free to contact me.

Sincerely,



Eileen O. Roxbee