

SAFETY FIRST

- Parents will not be allowed to go to a teacher's room unless a meeting time has been previously scheduled with the teacher and it is during a non-instructional time. All teacher-parent conferences will be scheduled for non-instructional times agreed upon by both parties.
- No visitor shall go directly to a classroom to deliver or "pick-up" students.. Approval for taking a student from school shall be granted only to a parent or guardian having custody unless that parent or guardian gives explicit permission in writing to release the student to a designated family member or adult.

The principal has the right to refuse admission to any visitor who is considered to be disruptive or will cause disruption or harm to students, staff or building.

Examples of Visitors:

Parents of students

Volunteers

Diocesan Personnel

Contractors

Solicitors

Food or Flower
Delivery Persons

Package Delivery
(UPS, FED EX etc)

Bus Drivers
(needing restroom access)

Saint Bernard Catholic Elementary School

VISITOR POLICY

**401 Washington Road
Pittsburgh, PA 15216
Phone: 412-341-5444**

**www.stbschool.net
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At St. Bernard School safety is a top priority. In order to provide a SAFE environment for our staff and students we adhere to our safety policy each and every day. To maximize quality instruction to our students we must protect instructional time. After a two year safety assessment, policies and procedures have been implemented. This policy is for the protection of students, staff and building.

Student Arrival

- The buses will proceed down the hill into the back parking lot and drop the students off at the bottom of the steps. Students will walk up the steps and enter safely through the doors to Bryson to meet with their respective teachers.
- Car riders and walkers will follow the same procedure. Please DO NOT drop students off in front of the school or on the side of the school. We want to ensure the safety of all our students and allow for a smooth arrival and dismissal.
- Pre-Kindergarten students will meet their teachers on the back porch above the lower parking lot. Parents are NOT to walk their children into the school building. The teachers will take care of your child.
- The back door will be locked at 8:20am. Any students arriving after 8:20am need to report to the main entrance.

Visitors to the School

- Visitors will be required to write their name, date, reason for their visit and in/out times in a daily log.
- Visitors must ring buzzer or otherwise notify the entrance monitor.
- School staff who observe visitors without proper identification will report this information immediately to the school office.
- **All visitors must present an official photo identification card** (driver's license, state ID card, etc.)
- All phone calls or emails to a teacher will be returned during non-instructional times.

Visitor Procedures

- All visitors must first report to the front doors of the school building.
- All visitors, during school hours, must wear a visitor badge identifying themselves as visitors.
- You will be asked to identify yourself and state the purpose for your visit.
- Unfamiliar visitors, and short-term contractors will be escorted and chaperoned within the building.
- Once a visitor is buzzed into the school he/she will be directed to report to the school office to sign-in and receive a visitor's pass.
- The school secretary will make a photo copy of the visitor's photo ID card.
- At the conclusion of the visit, visitors must return their badge and sign out.

This policy is imperative for the safety of all within the school building.