

# LEDESMA SCHOOL SAFETY

## Procedures

All parents and students please review the following safety procedures for Ledesma. These procedures are in place for the safety of our students and staff.

- All guests/visitors must sign in the front office before entering school campus.
- Parents/Guests are not permitted in the hallway areas during school hours, including at dismissal time. At dismissal remain on the blacktop area.
- Students are not to remain on campus after dismissal even with an adult or parent. This is due to after school programs and daycare. Campus and playground must be clear of all students 15 minutes after dismissal.
- Any items that need to be delivered to students during school hours must be dropped off to the front office and not delivered to the classrooms.
- Parents/guardians, who have signed in, may eat lunch with their own child on the tables outside or in the front office.
- Only Noon Duty and school staff are allowed in the cafeteria during recess and lunch.
- No students are to be on school campus prior to 8:30 AM. There is no supervision before 8:30 AM.
- Kinder parents/guardians picking up at 2:05 PM may not exit through the blacktop area as students are at recess.
- Drop off and pick up of student(s) is to be done in the front parking lot. The back area is for district employees and pre-school only.