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Please review and adhere to the following procedures:

Beginning immediately, lunch will no longer be open for guests.

No one should open any outside door to anyone. All students shall be instructed to NEVER open any outside door for anyone, but are to immediately report to the adult in charge that someone is at the door. Adults will direct people to the front door without opening the door to communicate. Service deliveries will be monitored by staff.

Simpson Elementary does not have public restrooms. If you have small children or anyone with you who needs a restroom, we will not be able to accommodate that request.

PATROLS will only open one door of the double doors for students entering a.m. commons and p.m. exiting front door. PATROLS will not open ANY door for ANY adult. Adults having badge access must use it. All entry is to be made into the front office door by buzzer or access badge. For morning student arrivals before 8:00 a.m., this will be at the commons area doors.

Parents, we realize it is basic etiquette in most places, but please understand why we ask that you do not hold the door open for the 'next person' attempting to enter the building, even if you know them. Everyone, please close doors securely and immediately upon entering and exiting.

Teachers having students join outdoor recess after work completion must instruct those students to make the IMMEDIATE right out of the front door and along the front of the building. Students who are walking alone should not go up the steps and sidewalk as they normally would in a supervised line.

Teachers planning classroom activities and inviting guests must submit a list of visitors to Mrs. Steele and Miss Wendy 24 hours before the activity. The visitors will be restricted to parents or grandparents, guardians, and participants (presenters) for the activity.

Classes re-entering the building (or traveling anywhere) must have a teacher at the end of the line to allow a clear line of sight; with you closing the door upon entry. Allow your safety leaders to lead front and rear and at doors.

Parents may not call to request last minute transportation changes past 1:45 p.m. The only exception that may be made is in the case of a true emergency.

While we care deeply about all of our families and enjoy being a community school, in the best interest of all of our children and maximizing the safety of all people at Simpson Elementary, these procedures will take effect immediately.

Please feel free to call me with any questions or concerns.

Jill Steele

Principal, Simpson Elementary, 304-326-7060