

# Newark Educators' Community Charter School.

## **Newark Educators' Community Charter School Dismissal Procedures**

*The board welcomes visits to school by parents/guardians, board members, other adult residents of the community and interested educators, when they fit into the classroom or school routine. In order to ensure the safety and security of all students, staff, and families, and to prevent the intrusion of disruptive persons into the schools, the following procedures have been implemented for daily dismissal times:*

- Students should be picked up during assigned dismissal times. Students will not be released prior to scheduled dismissal time without prior written notification and documentation (i.e., doctor's appointment card, etc.).
- The main entrance will be closed at 3:00pm. At this time, the security guard will report to the GYM to oversee dismissal. The main office will be closed off to foot traffic after 3:00pm. Please use Ex. 0101, main office number to contact Ms. Henry or Ms. Denise if there are questions.
- A phone has been installed by the gym doors for security and convenience. The extension is 0909.
- Security guard will return to the main lobby at 4:00p.m.
- All Parents/guardians will enter the building through the gym doors after 3pm. They will also exit through the gym door after picking up their child(ren).
- The door leading from the gym to the basement will be locked after 3pm.
- Parents/guardians will no longer be permitted upstairs to the classrooms during regular school days. Exceptions include special in-class curriculum events, (i.e. publishing parties, report card night, etc.)
- Parents/guardians should make an appointment to meet with teachers in advance whenever possible.
- Teachers who need to meet with parents should come downstairs and use the Main Street Counseling room or Ms. Clarke's office for privacy, if needed. When possible, they should be accompanied by another staff member for safety. Additional cameras will be installed in the elevator lobby for security.
- There should be no one in the main lobby during dismissal times except for staff members.
- When signing out to leave, staff should take care when exiting so that unauthorized individuals do not come in through the main lobby doors. Parents/guardians and visitors should be directed to enter through the gym doors during dismissal times.