

JOHN F. KENNEDY SCHOOL
GENERAL RULES/SECURITY PROCEDURES

PLEASE KEEP THIS INFORMATION AVAILABLE FOR REVIEW THROUGHOUT THE SCHOOL YEAR.

PLEASE NOTE THE PHONE NUMBER FOR THE MAIN OFFICE IS **(516) 441-4200**

Absences/Lateness

The security and safety of children is the number one priority at the John F. Kennedy School. It is the policy of the Great Neck Public School District that parents are to inform the school nurse that their child will not be attending school.

Each elementary school nurse has an absentee telephone number that functions 24 hours a day. The phone number to be called for absentee reporting is **441-4215**. The phone number for the school nurse is **441-4210**.

If we do not receive a call, and the classroom teacher reports your child absent, parents will receive an automated phone call notifying them of their child's absence. Please assist us in our efforts to insure the safety of our students by calling in a message to the nurse regarding any absence or lateness to school.

Students should be dropped off in the West Parking Field no later than 9:00 A.M. The first bell rings at 9:00 AM for students to travel to their classroom. Students need enough time to travel to the classroom in order not to be marked late. When students are late to class it disrupts the routines and procedures of the classroom.

Children are marked late if they are not in their classrooms by 9:10 AM. Any children reporting to school after 9:10 AM must go directly to the nurse's office to get a late pass. New York State Education Department regulations require that the school receive a **written** excuse for each absence and/or lateness. Please send the written excuse with your child upon his/her return to school.

Arrival and Dismissal

Beginning at 7:45 AM, students may enter the school at the West Parking Field. The doorway at the West Parking Field will be open and a security monitor will be on duty to receive children.

All walkers must enter through the West Parking Field entrance that will remain open until 9:00 AM. After 9:00 AM, the main entrance is the only entrance that remains open throughout the school day.

Parents arriving at school for classroom events must sign in with the security guard using LobbyGuard to receive a visitor's pass. **All parents and other visitors must have a driver's license or other form of photo identification to gain access to school using the LobbyGuard system.** The security guard will direct you to the main office for assistance.

At 9:00 AM all entrances to the school building except the main entrance where the security guard is posted will be locked for the school day. **Students arriving late to school will only be able to enter the building at the main entrance. Parents are asked to park their car in the visitor parking lot and walk their child to the nurse's office. Do not drop your child off at the West Parking Field entrance after 9:00 AM since the doors will be locked.**

For arrival and dismissal, "drop off" and "pick up" procedures in the West Parking Field have been designed for safety and efficiency. There are three designated spaces (Car 3, Car 2, Car 1). When dropping off or picking up your child/children, please always drive ahead to the next open space. If there are no cars, drive ahead to the front space "Car 1" so that two other cars can follow behind you to space 2 and space 3. This will enable three cars to be in a position to drop off or pick up child/children at the same time. Children should walk on the sidewalk to the entrance and proceed directly into the building.

If you are coming into school to pick up your child or to attend a classroom event you will be expected to sign in with the security guard and proceed directly to the main office. Under no circumstances are parents to go directly to a classroom. Unauthorized classroom visitations interfere with the teaching/learning process for **all children** and are not permitted at any time during the instructional day.

Parents cooperation and compliance are essential for the effectiveness of security procedures. In addition, we want to remind you that if there is any change in your child's normal dismissal procedures you must send a note to the classroom teacher. Any last minute dismissal changes will require that a child be picked up in the main office.

Security/Visitors

All parents and other visitors must have a driver's license or other form of photo identification to gain access to school using the LobbyGuard system. You will be asked to follow the prompts on the LobbyGuard screen which will generate a personalized visitor's pass. Once you have received your badge you will be directed to the Main Office. When parents/visitors arrive at the main office their destination will be verified. They will then be permitted to proceed to the designated location.

Safety and security is our priority. If you are coming to speak with an administrator, please make sure you have scheduled an appointment.

The main entrance where the security guard is located will continue to be the only entrance into the school during the day. All classroom doors are locked at 3:20 PM. The main entrance will be closed at 4:30 PM and all after school **SCOPE** students can be picked up at the cafeteria door.

Bus Passes

If your child is eligible for a bus pass, you will receive the pass in the mail this week. If you request a "courtesy" pass during the first two weeks of school, and if there is space on the bus, we will make every effort to issue the courtesy pass as soon as possible. Applications for "courtesy" bus passes will be available in the main office beginning on the first day of school from 8:30 AM - 3:20 PM. Courtesy passes will be issued after October 1st. You must reapply each school year. **Please be advised that due to district-wide regulations and insurance policies, children are only permitted to ride the bus to which they are assigned.**

Plan Ahead

Arrangements for play dates, etc. for your child should be made at home in advance. If the arrangements involve another child and a change from your child's regular after school dismissal plan, both children must have a note from their respective parents indicating permission. These notes are to be given to their classroom teachers and they will be forwarded to the main office. Children are only permitted to ride the bus to which they have been assigned and for which a bus pass has been issued. No exceptions are allowed.

We realize that emergencies occur and therefore we ask parents to have an alternate dismissal plan in place for their child/children. In the event of an emergency change of dismissal, please call the main office as soon as you are aware of the change so that a message can be shared with your child in a timely manner. Every effort should be made to keep last minute changes to a minimum.

Full School Day Ends at 3:20 PM

Reminder: The school day ends at 3:20 PM. Therefore, we encourage you to help your child follow regular routines by scheduling private appointments for your child after school.

These procedures are designed to maximize instructional time and to protect your child while in the school setting. Your cooperation is greatly appreciated.