



IMPORTANT UPDATE

March 1, 2023

Falcon Families,

I hope this message finds you and your loved ones well. As you are aware, we are all facing challenging times regarding school safety. As a school, we have always taken every precaution necessary to keep our students and staff safe.

We are writing to inform you that our school will be implementing a **zero visitor protocol** as an extra layer of safety for our staff and scholars. This policy will take effect immediately and will remain in place until further notice.

The safety and wellbeing of our students and staff are of the utmost importance to us. In the society that we live in today, we believe that implementing a zero visitor policy is necessary to ensure their safety. This decision has been made after careful consideration and consultation with local law enforcement and security experts.

Under this protocol, no visitors will be allowed in the school building, except in cases of emergency or where it is absolutely essential. Any essential visitors will be required to follow strict safety protocols, including signing in at the main office, wearing identification badges, and being escorted at all times.

We understand that this policy may be an inconvenience for some families, but we believe it is the best course of action to help protect the physical safety of our entire school community. We are committed to creating a safe and secure learning environment for all students and staff, and we appreciate your support in this effort.

If you have any questions or concerns about this policy, please do not hesitate to reach out to us. We will keep you updated on any changes or developments as they arise.

A few key points below:

- All visitors must buzz in at the main door to announce intent/purpose for visit.
- Early Pickups/releases must be called into the office prior to 2pm.
- We will continue to greet and answer any questions at the door by a member of administration and/or staff member as applicable. *IEP meetings or counselor meetings will be virtually scheduled ahead of time.* Counselors must provide schedule of days they expect to be at LEP. Any substitutions of personnel will not be permitted until verified. Any other parent meetings will be scheduled and approved by a member of administration only.
- Visitors, parents and guests that do not have an appointment and/or have not called the office to notify the school their arrival and purpose of arrival may not be granted entry to the building
- LEP will cease classroom birthday parties and move to a monthly celebration. On the 2nd Friday of each month. Students whose birthday fall in that month will be celebrated and highlighted. Any refreshments that are dropped off at the school will need to be individually wrapped or in a store-sealed container, failure to do so will result in the refreshment being sent back with the student.
- For approved visitation (see parameters above), a valid Driver's license/Government Issued State ID or passport is required.
 - Sign in with date/time of arrival on the Visitor Log where the nature of your visit will be recorded.
- Once registered, all approved visitors will be given a nametag (must be worn at all times while in the building or on school grounds) for identification purposes (All employees and contractors will be wearing a badge).

Thank you for your understanding and cooperation in this matter.

Yours in Education, Principal D