

## For The Safety Of Our Jeffery Students And Staff

1. All doors will be locked at all times with the exception of Door #5 (receiving door leading into the cafeteria). This door will be unlocked while our breakfast program is running (6:55 am – 7:25pm). During this time, there is supervision for this door.
2. All students who are attending the breakfast program will need to enter through Door #5. Students who ride the bus and take part in our breakfast program can enter through Door #1. These students will need to be let in by the supervising teacher or ring the bell to gain entrance.
3. All safety patrol will now enter the building through Door #5. This door will be unlocked from 6:55 – 7:25.
4. We will now expect all visitors to enter Jeffery's building through Door #1. This is the entrance that is closest to the main office. All visitors will be expected to stop into the office no matter how short their visit is going to be. The office **MUST** be your first stop in the building. If it isn't, you will be asked by the classroom teacher to report to the office. We do not want visitors using Door #4 (staff parking lot).
5. We have and will continue to conduct routine safety drills. Our goal is to run at least three each school year.
6. Please help us keep our building and halls clear at both the beginning and end of the school day. This means dropping off your child at the entrance at the beginning of the day and waiting outside the exit at the end of the school day. This helps us provide a distraction-free and safe environment.