



## IMPORTANT INFORMATION

### *Regarding Safety and Security with Every Child in Mind*

In an effort to provide the optimal environment for students and staff, Lakeshore Public Schools has updated some key safety, security and health procedures.

Each elementary school has unique logistical plans

#### Safety and Security

**Criminal History Background checks** are required **ANNUALLY** for all volunteers at school, field trips and school-led events.

**Doors and entrances are locked** at all times.

Use the office entrance to **buzz in** before and after school.

All visitors **MUST sign in** at the office and **obtain a nametag** BEFORE entering the building further.

#### Arrival and Dismissal Procedures

*In an effort to maintain a high level of security and connect every child to their appropriate supervising adult, we ask that parents wait outside of the building. Lakeshore staff will coordinate safe transitions from school. Common areas for arrival and dismissal are for student and staff use only.*

- Please be patient and pull your vehicle all the way up to the nearest drop available.
- Students should exit/load curbside.
- Use crosswalks. Students must be accompanied by an adult.
- Specific drop-off locations are marked.
- One-way traffic patterns have been created to ensure safer travel and exit for all.
- Use a visor sign for easy identification of your vehicle.
- Notify office or classroom teacher of any transportation changes as soon as possible.
- Follow staff member's direction/requests as they will be working to keep all children safe.
- Keep your school Emergency Information card up to date.
- Be kind and courteous to our neighbors and each other, observing proper parking and traffic patterns.
- Refrain from talking or texting on cell phone.

#### Health

- Annually, Lakeshore staff receives training to update their awareness of medical procedures, severe allergic reactions and specific needs of students in the building.
- An Allergy Action Plan (AAP)/Individual Health Care Plan (IHCP) will be developed for each child that has a serious medical condition. (Please notify the office as soon as possible.)
- Building medical alert lists are developed and confidentially distributed to the necessary staff including; kitchen staff, school office, transportation, specialists, and for substitute/guest teachers.
- Depending on student needs, accommodations will be made where food is served. A universal allergy alert symbol is utilized for easy recognition.
- Due to the number of students with allergies, eating food on the buses is prohibited.

*Thank you for reviewing this information with your family!*

