

Sheridan School District No. 2

ALICE TERRY ELEMENTARY SCHOOL
4485 SOUTH IRVING STREET, ENGLEWOOD, CO 80110
TEL: 720-833-6990
FAX: 720-833-6698



Monday, August 12th 2019

Dear Alice Terry Elementary Parents/Guardians,

Our doors are always open and we will always welcome you to your child's school. However, your child's safety is our team's number one priority.

Therefore, below we will highlight the different ways we keep children safe at Alice Terry Elementary. As part of our safety protocol, we will require all visitors and volunteers to enter through the front doors and check in at the main office where they will be required to have their driver's license or ID Card scanned through our RAPTOR Visitor Management System in order to rule out any potential threats to our school community. Visitors will receive an identification sticker to be worn while in the school. For security reasons, it is imperative that visitors/volunteers sign in **and** sign out at the front office in order to maintain an accurate count of all persons in the building. Please do not exit through any side doors as this can cause a safety threat to our school community.

Volunteering in the Classroom or on a Fieldtrip: In order to volunteer in the classroom or on a fieldtrip, volunteers are required to complete and return a Volunteer Application and sign a Code of Conduct, have their driver's license scanned through our Visitor Management System, and attend a training/tour session prior to volunteering at our school. When all of these items have been fulfilled, applications will be submitted to Mr. Romero (School Principal) for final approval. Volunteers can then contact the teacher directly in order to arrange classroom volunteer time. This process will be followed annually in order to maintain the security and safety of our learning community.

Volunteers may only be in the building during their scheduled volunteer time and may only stay in the area that is designated the volunteer area where the volunteer duties are required. All volunteers must adhere to district and school policies. Violation of any of these policies can result in their volunteer status being revoked.

For more information on the Sheridan School District No. 2 Volunteer Expectations, please visit <https://www.ssd2.org/getinvolved8683.aspx>.

Having Lunch with your Student: If you or other members of your family would like to join your child for lunch, you will enter through the front doors and check in at the main office. You will have your driver's license scanned in order to receive a visitor's pass. For safety reasons, at the end of lunch, you will say farewell to your child at the cafeteria as you will not be allowed to escort them back to the classroom.

Meeting with your Child's Teacher: If you wish to visit the classroom or speak with a teacher, you will need to make an appointment with the teacher - *this includes before and after school*. Teachers have a very limited time to plan and prepare for instruction and dropping-in can be disruptive. For the safety of everyone, the front office will not allow you access to the building unless the meeting time has been communicated with the principals or main office personnel.

Thank you in advance for your cooperation in these important matters.

Sincerely,
Diego J. Romero, Ed.S.
Principal, Alice Terry Elementary

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