

GLEN ROCK PUBLIC SCHOOLS

Office of the Principal



Richard E. Byrd School
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(201) 445-7700 Ext. 8994

September 27, 2013

Dear Families,

This letter is being shared at every elementary school so our procedures are consistent. Many of these have already been in place at Byrd, and as always, your support and cooperation are appreciated.

As you may recall, effective February 20, 2013, all elementary schools began following the procedures listed below; and will continue these practices this year.

1. The teacher in charge of any before school activity (Morning Chorus, Art Club, etc.) will greet students who are participating in the school's front lobby 10 minutes prior to the start of the activity. No student is allowed to be in the classroom without a teacher present.
2. Only children who participate in an after-school activity will be allowed in the building after 3:30. Teachers will make every effort to be sure that the children leave school each day with the materials they need to complete their homework. Please remind your children that they need to make sure they pack up everything they will need because returning to their classrooms after 3:30 will no longer be possible.
3. Parents in charge of after school activities are responsible for the children in their group. This means that children are to remain in the assigned classroom and NOT run free around the school. For safety purposes, if there was an emergency it would be imperative that the emergency responders know the location of every group/child in the building.
4. If you have a parent/teacher conference scheduled, you must sign in and obtain a Visitor's Pass in the Main Office. Should your appointment be prior to 8:00 AM, your child's teacher will meet you at the front door of the school. If your appointment is after school, the teacher will escort you to the front door if your meeting concludes after 4:00.

We recognize that these new procedures may be inconvenient at times. However, our highest priority is the safety of every child during his or her time in a district school building, whether before, during or after regular school hours. We appreciate your assistance in ensuring your family's compliance with these new procedures.

Linda Weber

Dr. Linda Weber
Principal