

School Safety Procedures

- All visitors must sign in to the office and present their photo ID every time they come to the school for programs, conferences, lunch, etc.
- Do NOT drop off students before 7:45am unless they are in before-care or a school-sponsored activity. Students are not supervised before this time.
- Students who arrive tardy (after 8:15 or the start of announcements), must be brought to the office for check in by a parent or guardian.
- PreK students and FS students ONLY have special drop off and pick up procedures. Parents who arrive after the designated time must check students into the office. Early pickups must also go through the office.
- Parents who are here to pick up their children (excluding the parents of preschool students), will not be allowed into the building to wait until dismissal and will need to wait in the car rider line or at the cross walk for walker students.
- Former students (excluding Cordova employees' children who are here to wait on their parents) will not be allowed on campus unless they are accompanied by their parents. Even if accompanied by their parents, they will not be allowed to visit any classrooms or teachers during school hours.
- Speech only students from the community must be checked in to the office and parents must sign in to wait in the designated area.
- **No checkouts can take place for students after 2:45pm.**
- 4th and 5th grade students cannot be dropped off or picked up from the annex building. They must follow arrival and dismissal procedures through the main building.
- Teachers and administrators can only hold meetings or phone conferences with legal guardians. Parents should schedule conferences in advance. Student demographic sheets will be used regarding student pickups.

School safety is toad-ally important!

