

# ***Brown Elementary Single Point of Entry Procedure***

In the interest of **safety** for all students and families at Brown Elementary, we are utilizing Single Point of Entry starting the 19/20 school year. Please familiarize yourself with these procedures to improve the efficiency and safety of our school for everyone.

1. When you arrive at Brown elementary and want to enter the building, you will proceed to the single brown door to the left of the green exit doors.
2. As you enter through the single brown door, you will see a window to your left.
3. Office staff will greet you at the window.
- 4. ID must be provided to gain access into the building and/or pick up children.**
5. To enter the school, ID will be scanned and picture will be taken.
6. When approved, visitor pass will be printed and given to you for access into the building.
7. Staff will then provide entry into the school.
8. When leaving/exiting the building, come through the brown door, return badge back to staff to be signed out.

## **Before School:**

- Procedures stay the same for students:
  - All students are dropped off no earlier than 9:08am, and do not enter from the front of the building.
    - Students head to the playground, when the 9:23am bell rings, students line up at the designated spots on the playground, waiting for teachers to pick them up.
- **New Procedure for late students:**
  - Students who arrive after 9:30am will proceed to the single brown door to the left of the green exit doors.
  - Students will go to the window to receive their tardy slip and then office staff will provide access into the building.

## **After School:**

- Procedures stay the same for students:
  - All students head out their wing doors.
  - Parents who park in the parking lot can pick up their students at the end of the wing doors.
  - No students come out the front of the building.

Thank you for utilizing the Single Point of Entry procedure that helps make Brown Elementary a safe place for our entire Brown Elementary community.

Sincerely,

Principal Bryan