

# School Safety Procedures



We are in the process of improving safety procedures here at St. Paul. We would hope and pray that we would never have to worry about any such occurrence, but we still want to do what we can to prevent anything from happening. Changes we are making are in conjunction with discussions we have had with the Lake Mills Police Department.

## **Policy 1**

If you need to pick up your child during the school day or are dropping something off, you will be asked to remain in the office while your child is called down from the classroom. This would include doctor visits, lunch drop-offs, forgotten band instruments. Etc.

## **Policy 2**

If you need to go to your child's classroom, for instance to drop off a birthday treat, stop in the office, sign in and obtain a hall pass to take with you.

## **Policy 3**

The SE back doors will remain open for daycare parents dropping off students. The NE back doors should remain locked and unused before and after school. We do not want the students to get into the habit of automatically opening up doors whenever an adult is waiting at those back doors. By opening these doors, it could lead to a safety breach in the school.

You may notice more slight safety procedure changes as the school year progresses. These changes are only to make St. Paul a safer environment.