

To: Parents/Guardians of Irwin

RE: School Safety

Fr. Dr. Vanessa Ashford, Principal

Charlotte Mecklenburg Schools' top priority is the safety, security and the well-being of all students and staff. CMS realizes that despite all of the steps taken, we are not immune and must all remain vigilant. It is with this concern in mind, that I write this memo.

This memo is to inform our parents/guardians of the safety precautions we are implementing at Irwin. It is our goal to ensure the safety of all students and staff at Irwin. We are presently changing some of our procedures in order to address the consistency of safety protocols. We are asking for your support in the following areas:

CLUBS

- Please avoid dropping off students early, unless they are attending a club. Students are not allowed to be on campus unsupervised at any time.
- Parents need to walk students in through the *Before School* door to check in with Ms. Blount/ASEP staff to say they are here for a club.

DRILLS

- Parents in the building during a drill must comply with CMS policy. No cell phones, computer use, or walking the building is permitted.

SIGNING IN

- If volunteering in a classroom at the school or coming for a scheduled school-hour conference with a teacher, all parents and visitors must be escorted to their destination by a member of the admin team.
- All visitors will be required to sign in using the Lobby Guard system unless otherwise directed. Name badges **must** be worn while you are in the building. Visitors without name badges will be asked to return to the Lobby Guard and will be escorted by a staff member.
- Visitors are to return to the Lobby Guard to sign out and leave their badge in the container on the front desk.
- Side doors and all exits are locked. This helps us account for who is in our building.
- All visitors will exit the building at 9:15 unless there is a scheduled meeting with a teacher or the administrative team.
- Visitors are required to have a photo ID when signing in.
- Please do not be offended if we ask for photo identification. This is for your child's protection.

PICKING UP STUDENTS

- Irwin's front entry doors are locked after **3:30**. Students **must** be picked up in the carpool line after this time. Carpool begins at 4:15 and ends at 4:40.
- Only adults identified on the transportation card will be allowed to pick up a student. If changes to transportation need to be made, parents must request a new form from the office. Administrators will make decisions in the event of emergencies.
- **Please do not call ahead and ask to have your child waiting in the office.** Every minute of instructional time is valuable.

CARPOOL

- All carpool students are dismissed at 4:10 p.m.
- Please cooperate with Irwin staff members who are on duty assisting with car riders and watch closely for their signals.
- Please wait in your car for your child and **remain in the car rider line.**
- All carpool students must be picked up no later than **4:40** p.m. each afternoon. If you arrive after carpool ends, please park, come in the building, and sign out your child with office staff. **Please call the school asap if you are going to be late for p.m. pickup. After three late pickups, the principal will schedule a conference with parents to determine a plan of action. Persistent late arrival and pickup will result in a request for revocation of your child's enrollment at Irwin.**
- The teacher must have a written note if your child will depart from school in the afternoon in a manner that is different from what is indicated on his/her information sheet. Without a written note or confirmation from the principal, students will be dismissed in their usual manner.
- Early sign-outs will **not** be permitted after 3:30 p.m. to avoid interruption of instruction and confusion to the end of day procedures in the building.

We realize changes in procedures may create an inconvenience for you. However, we are committed to maintaining the safety of all students. Please support us in ensuring the environment of our school is a safe place for your child. If you have any questions, please contact us at 980-343-5480.