

## **BUILDING SECURITY/ INSTRUCTIONAL PROGRAM INTEGRITY**

Please take a moment to review the following measures which are in place that are designed to protect the safety of our students and staff and the integrity of the instructional program.

### **BUILDING SECURITY**

Parents are most welcome at Ward Melville High School, but are asked to be aware of and to respect the following measures which are designed to keep the building safe and secure for our students and staff.

- **Sign In:** Visitors must enter the building via the Main Office entrance only. All other doors will be locked. Upon entering the building, **all visitors must sign in and show photo identification and state the purpose of their visit.** A visitor pass will be issued and visitors are required to display the visitor pass in a visible location at all times while on school property. All visitors are also required to return the pass and sign out at the same entrance they signed in, before leaving the building.
- **Purpose for Visit:** While we welcome visitors, no visitor will be allowed into Ward Melville High School without a prior scheduled appointment. Visitors are asked to refrain from any activities beyond the scope of their reason for visiting school. Visitors are to be aware that instruction and other school activities are ongoing throughout the day and should not be interrupted.

### **INSTRUCTIONAL PROGRAM INTEGRITY**

Parents are also asked to be aware of, and to respect, the following measures which are designed to preserve the integrity of the instructional program.

- **Meeting with Teachers:** Communication between school and the home is of paramount importance. Please do not hesitate to call your child's teacher should you feel it necessary to do so. Please cooperate with us, however, by either telephoning or sending a note to arrange for a return phone call or a conference. Teachers cannot be interrupted during class time when they are both instructing and supervising students. Especially problematic is morning arrival and afternoon dismissal when teachers should not be asked to divide their attention between a parent and students who are in need of their supervision and assistance. A teacher cannot give you the attention you deserve and the distractions of this busy time can easily lead misunderstanding. **To meet with your child's teacher, please make an appointment.**
- **Alumni:** While we enjoy seeing our graduates, alumni will not be permitted to visit our school unless they have made prior arrangements with a staff member and

the visit takes place after the end of the regular school day. No alumni will be permitted into the school during the regular school day.

- **Telephone Calls:** Teachers are not permitted to send students to the Main Office to make telephone calls, except in cases of emergency. Assuming responsibility for remembering homework, musical instruments and the like should lie within the ability of each child. The goal is, again, to minimize disruption to the instructional day.
- **Student Arrivals and Dismissals:** Parents/Guardians picking up students during the school must sign the student out through the Attendance Office. Please have your photo ID available when signing a student out.

### **EMERGENCY CONTACT CARDS**

If you have not submitted an updated (2013-2014) emergency contact card please submit one to the Nurses' Office. Please contact the Nurses' Office if you need a new card. It is critical that we have current and viable contact information for the health and safety of your child.

### **HEALTH AND SAFETY FIRST AND FOREMOST**

The staff of Ward Melville High School is entrusted with the safety and education of nearly 1900 students on a daily basis, and we take this trust very seriously. Security and the instructional integrity of our programs are our top priority. We need your cooperation and support in maintaining them. Your cooperation is expected and very much appreciated.