



Dear Parents and Guardians of Wexford Students,

Welcome back! I cannot express how excited I am to start the 2019-2020 school year! Everyone has been working very hard to plan and prepare for the upcoming school year. As you will see, there have been several changes made pertaining to policies, procedures, and grade level configurations. Please know that the changes that have been made are always made with the students' best interests in mind. The students are at the forefront of our decision making process.

#### ***CELL PHONE/ELECTRONIC COMMUNICATION DEVICE (ECD) POLICY***

Students will not be allowed to have a cell phone or ECD on their person at any time during the school day. Upon arriving at school, students will turn their device into the main office (Pre-K through 3rd grade) or turn their device in to their teacher to lock in a lock box in the classroom (4/5 grades). Students will be able to retrieve devices at the end of the school day. If a student is found with a device on their person, the device will be confiscated and will be returned to a parent or guardian.

#### ***ENTRY/SIGN IN & OUT/VISITATION/VOLUNTEERING***

Our first priority daily is to ensure our students are in a safe and secure school. All doors are locked at all times. Last summer, a new secure entrance was installed at Wexford. The system includes audio and video coverage of the main entrance. In order to enter the building, you must enter the building through Door #1 (front door), press the call button and wait for a response. You will be asked for your name and student's name. Once admitted by staff, you must report to the office. If you are signing out your child, you will be required to show identification. All student sign outs and sign ins must occur in the main office. If a student is leaving prior to the end of the school day, the office will contact the teacher and the student will report to the office in order to minimize interruptions to teaching and learning. If you would like to meet with, speak to, or visit your child's teacher, please make an appointment in advance. All adults spending times in classrooms **must** have a volunteer form filed in the main office and make arrangements with the teacher. Volunteer forms are required to be completed **each** school year. A volunteer application will be sent home with students. The form can be found on the district website under public safety and is also attached for your convenience.

#### ***STUDENT ARRIVAL & DISMISSAL***

Your child's teacher has established arrival and dismissal procedures for their classroom. Please talk to your child about this and if you need more information, please contact the teacher. Any students who arrive after 8:35 am, must enter through the main entrance.

Doors to the school open at 8:30 am and 10:40 am on late start Wednesdays. Students are expected to line up outside of school unless weather prohibits it. In the event of inclement weather, students will be allowed to enter the building for indoor lineup.

If you are picking your student up at the end of the day, please wait for your student outside and make arrangements to meet. Our K-1 students are escorted out by their teacher. Our grades 2-5 students are also walked out by their teacher but may have different release procedures. Pre-K students must be picked up inside the school and signed out from the classroom.

#### ***PARKING***

Since our school is located on one road, Wexford Rd., traffic on this road is congested in the morning and afternoon. It is imperative that all drivers follow standard traffic laws and our procedures to ensure student safety. Our procedures are as follows:

Cars may only travel one way on Wexford Rd. between 8-9 am, 3-4 pm and 10-11 am on Wednesdays. This allows our traffic to flow safely through that area. Please do not double park. Cars are not permitted in the bus loop or staff parking lot. The Lansing Police

Wexford Montessori Academy  
5217 Wexford Rd  
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Department will be patrolling the area and will issue traffic violations. PLEASE follow these procedures for the safety of your child and other children!

If parents choose to park and walk up to the school to pick-up a child, all cars must be parked legally at all times. No child may be dropped off or picked up in the side parking lot or bus loop.

The safety and security of our students is our top priority. To keep our students safe and in a positive learning environment, free from interruptions and distractions, we ask that you follow and respect our procedures. We thank you in advance for your cooperation and know you support our goal of student safety. If you have questions, please do not hesitate to contact me.

Sincerely,

Liz Bishop, Principal  
Wexford Montessori  
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