

1-18-12

Dear Parents and Students,

Beginning on Monday, January 23rd any student that is being picked up at the end of the day will need to be signed out. We are following the safety guidelines of the North Montgomery Community School Corporation's Employee/Student handbook rules which have been listed below for you.

We want to make sure that we are providing a safe environment for all students and staff. Here are the new guidelines for picking up your student after school.

- **Please notify the office in a timely fashion if your child is to be a car rider.**
- **Whomever is designated to pick up your child will need to park their car in one of our lots and come in to the office to sign that students out.**
- **Parents or designees can wait for their student in the front lobby.**
- **Parents or designees will be responsible for taking the child out of the school.**
- **The only vehicles allowed in the circle drive will be the Boy's and Girl's Club Bus and the Kid Co bus. All other vehicles will need to be parked in the lot.**
- **Students who will be car riders will not be dismissed before 2:25 p.m.**

This is a change and we know that it may cause some inconvenience but the safety is our number one concern. Thank you so much for participating with us in keeping our school environment safe for all. If you have questions or concerns please feel free to contact me at 765-362-3979 ext 224

**Mrs. Suzi Gephart
Principal
Lester B. Sommer Elementary**

***Taken from NMCSC Employee/Student Handbook 2011-2012**

C. Security of Students

No student should be taken from the school without permission from the principal's office. All parents and guardians are asked to notify the office of the need to take a child from the premises. Arrangements will be made from the office with the child's teacher for the child to be available at the office. In case there is not time for advance notice to the office, parents and guardians are asked to come to the office to arrange to take a student from the school. The office has a sign-out sheet to include signature, date and time. If the principal is not immediately available, the principal's designee or teacher releasing the student should note (in writing) the time and the identity of the person(s) taking the student and leave such notice for the principal. If circumstances appear to justify it, the district office may be contacted for advice or assistance.

The building principal, school secretary and teachers should be aware of any legal restrictions regarding the custody of students. If a student is taken from the school premises without permission or against the express instructions of his or her custodial parents or guardians, the principal or secretary should be notified immediately.