



W.B. Patterson Elementary School

4399 South Capitol Terrace, Southwest
Washington, DC 20032
(202) 939-5280



PARENT AND STUDENT HANDBOOK



Dr. Lewis Ferebee, Chancellor
Mrs. Gwendolyn Payton, Instructional Superintendent, Cluster I
Dr. Victorie L. Thomas-Gerald, Principal
Mrs. Fatima Johnson Avery, Assistant Principal

August 2025



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Elementary School**
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Principal's Message

Dear Students, Parents, and Families,

Welcome to the 2025-2026 school year! I am thrilled to welcome each of you back to our vibrant learning community. Whether you are returning or joining us for the first time, I am honored to serve as your principal and excited for the journey ahead.

This year promises to be one of growth, discovery, and achievement. Our dedicated staff has been working diligently to prepare engaging lessons, enriching experiences, and a safe, nurturing environment where every child can thrive. We are committed to fostering a culture of excellence, equity, and joy in learning.

To our students: I can't wait to see your smiling faces, hear your stories, and watch you grow academically and socially. You are the heart of our school, and we are here to support you every step of the way.

To our parents and families: Thank you for your continued partnership. Your involvement is essential to our success, and we look forward to working closely with you to ensure your child's success. Together, we will build a strong foundation for lifelong learning.

Let's make this school year memorable and inspiring – filled with meaningful connections, high expectations and celebrations of every milestone. I encourage you to stay engaged, ask questions, and share your ideas. Our doors are always open.

Here's to a fantastic year ahead!

Warm regards,

Victorie L. Thomas-Gerald, Ed.D.
Principal

August 2025

Walter B. Patterson

Walter B. Patterson was born in Manchester, N.Y. in the 1870s.

Before our high schools were established, Mr. Patterson obtained his secondary education in private academies, one of them being the Emerson Institute. Later he pursued courses at Dartmouth College, where he received his A.B. Degree and the Phi Beta Kappa distinction. During his college tenure Mr. Patterson helped pay his way through school by filling a temporary assignment in the Bureau of Education. Several years later he studied law, and besides his A.M. Degree, he received his Bachelor's and Master's Degree in Law at George Washington University.

July 1883: Mr. Patterson's career, he was appointed to an eighth-grade teaching position.

September 1883: Principal of the Force School

September 1892: Principal of the Wallach School, which in those days had a higher salary rating than the principal of the Force School.

1907: Mr. Patterson was elevated to supervising principal in charge of special schools and activities. His greatest contribution to the improvement of the school system was the development of activities for physically and mentally handicapped children. He developed ungraded classes, a health school, classes for children having speech defects and classes for crippled children. It was also within Mr. Patterson's province to have oversight of the education of blind and deaf and mute children.

His remaining thirty-seven years were spent as a supervising principal, involving heavy responsibilities in the supervision and administration of important activities of the school system.



The retirement of Mr. Walter B. Patterson, supervising principal of the Ninth Division, brings to a close forty-eight years of meritorious service as an officer in the public schools of the District of Columbia.

Mr. Patterson's work as a school officer has been characterized by a fine acumen, rare judgment, and marked professional ability in the handling of school challenges.

The original W. B. Patterson Elementary School opened April 9, 1945.

W.B. Patterson Elementary School



Vision

We envision a safe and nurturing environment where all school stakeholders collaborate to ensure that we provide a challenging standards-based instructional program that will enable students to acquire the necessary 21st century skills to lead well-rounded productive lives.

Mission Statement

Our mission is to promote academic and social excellence which leads to the attainment of knowledge, competencies and skills by each student who set high personal goals and works diligently to gain economic success, good health and personal happiness in society.

Patterson Pledge

I am champion.

I am here to do my best.

I know that excellence is the expectation.

I am expected to perform all tasks:

To complete all class work and homework;

To help others who may be struggling;

To encourage, not tease;

To respect my teachers, staff and my peers;

To keep my textbooks and notebooks organized;

To be in control of myself at all times;

To read and report on at least two books per week;

To wear my uniform Monday through Friday;

To remind myself that I am a positive

Patterson Eagle

Soaring to success!!!

School Contact Information

W.B. Patterson Elementary School

 **Address:** 4399 South Capitol Terrace, SW
Washington, DC 20032

 **Website:** <https://pattersonselementary.online>

 **Phone:** (202) 939-5280

 **Main Office Hours:** 8:00 a.m. – 4:30 p.m.

School Leadership

 **Principal:** Dr. Victorie L. Thomas-Gerald

 **Email:** victorie.thomas@k12.dc.gov

 **Assistant Principal:** Mrs. Fatima Johnson-Avery

 **Email:** fatima.johnson@k12.dc.gov

School Hours and Student Arrival/Dismissal Procedures

Our school hours are from **8:45 a.m. to 3:15 p.m.** Students may begin arriving at **8:40 a.m.** when the school doors open. **Please do not drop off students before 8:40 a.m.,** as there will be no supervision available prior to that time.

Upon arrival, students should **grab their breakfast** and proceed directly to their classrooms, where they will wait for further instructions from their teacher.

Preschool and kindergarten students are to enter the building through the doors located on the small playground located on South Capitol Terrace.

Second and third grade students are to enter the building through the main entrance of the school building located on South Capitol Terrace, while the remaining grades enter the building through the doors located on the large playground on the Elmira Street side of the school building.

Upon arrival, bus students are to be picked up by the assigned paraprofessional and escorted to the class until class begins at 8:45 a.m.

Dismissal is at **3:15 p.m.** Students who are not enrolled in the afterschool program are expected to go directly home at that time. To ensure the safety and well-being of your child(ren), please make arrangements for them to be picked up **no later than 3:15 p.m.**

Students enrolled in the **afterschool program** will remain in school from **3:15 p.m. to 6:00 p.m.** and should report to their designated classrooms. Parents are asked to make the necessary arrangements to ensure their child(ren) are picked up **on time.**

Attendance

Students are expected to be in school every day and on time. In instances in which a student is absent from school, outlined below is the DCPS protocols.

For an absence to be excused, a written or electronically-submitted note must be provided to the school by the student's parent/guardian or an adult student (i.e., 18 years of age and above) either:

- prior to a partial or full-day absence, or
- within five (5) school days after the student's partial or full-day absence or their return to school after an extended period of absence.

All students, including students supported by a 504 plan or Individualized Education Program (IEP), and all notes for an excused absence must meet these requirements.

As of school year 2025-26, notes documenting an excused absence may be submitted in the DCPS Parent Portal²⁷ or delivered to the school's attendance POC. Additional documentation (i.e., doctor's notes, court documents, or other relevant supporting information) cannot be uploaded to the Parent Portal and must be provided to the school's attendance POC. The Parent Portal is available for all schools and families and aims to facilitate and streamline the submission process for excuse notes.

Upon receipt of appropriate notification and additional documentation where necessary within the five (5)-school day period, schools must update absences as excused within 48 business hours.

All handwritten notes must:

1. Be dated;
 2. Include the reason for the absence; and
 3. Include the specific dates the student was or will be out of school.
- Notes that fail to meet these requirements will not be considered.

All students, regardless of grade, who miss 40% or more of the school day (i.e., are partially absent) are considered absent for that day. Such an absence requires a note to be excused.

Absences for any of the reasons listed below are excused absences. Absences of five (5) or more consecutive days for any reason require additional documentation to be excused.

1. **Excused Absences** The following absences may be classified as an excused absence upon submission of a parent/guardian note and, if necessary, supported by the documentation required:
 - **Illness of the student.** A doctor's note is required for a student absent for five (5) or more consecutive days;

- Illness of a child for parenting students. A doctor's note for the child is required for a student for absent five (5) or more consecutive days;
- Medical or dental appointments for a student;
- Death in a student's immediate family

Early Dismissals and Student Departures

Students are expected to remain in school for the full instructional day, which ends at **3:15 p.m.** Early dismissals for reasons of convenience disrupt classroom learning and result in missed instructional time for students.

To minimize disruptions, the **latest time** a student may be picked up **before dismissal** is **2:45 p.m.** We strongly encourage families to schedule medical and other appointments **outside of school hours** whenever possible.

If an early departure is necessary, parents must send a **written note** with their child at the **start of the school day**. The note should include the **date, time, and reason** for the early dismissal. This allows teachers to prepare any missed classwork or homework in advance. Without prior notice, teachers may not be able to provide assignments at the time of departure.

When arriving to pick up a student early, parents must **report to the main office**. Office staff will then notify the classroom teacher via intercom. For safety reasons, **teachers are not permitted to release students directly from the classroom** to anyone who has not been approved by their parents.

Please note: **Students are not permitted to walk home during the school day under any circumstances.**

Birthday Celebrations

We love celebrating our students' birthdays! To ensure a smooth and enjoyable experience for all, please make arrangements in advance with your child's classroom teacher. This helps us avoid scheduling conflicts with other special activities. For students with summer birthdays, teachers will work with families to identify an alternative date to celebrate.

Birthday celebrations may take place in the classroom **no earlier than 2:30 p.m.** To ensure the safety and well-being of all students, **only store-bought items** may be provided. Please be mindful of dietary restrictions and allergies—**homemade food items are not permitted.**

Additionally, Patterson Elementary School is a **nut-free zone**. To protect students with severe allergies, we ask that families **do not send any nut products to school**, including items such as peanut butter, trail mix, or snacks containing nuts.

Breakfast

We are proud to offer **FREE breakfast** to all students!

Breakfast is served as a **grab-and-go meal** from **8:40 a.m. to 9:00 a.m.** for students in grades **Preschool through 5th**. We encourage all families to ensure their children arrive **on time** so they can start the day with a nutritious meal that fuels learning and success.

Please note: Students **should not bring chips, cookies, candy, sunflower seeds, nuts, or other junk food** to school. Our cafeteria provides a **healthy breakfast, snack, and lunch daily**, and we are committed to supporting the health and wellness of every child.

As a reminder, Patterson ES is a **nut-free school**. To maintain a safe environment for all students, especially those with allergies, **please refrain from sending any nut-based products**, including peanut butter, almond butter, and snacks containing nuts.

Cellphone/Electronic Device District Policy

DCPS will implement a [district-wide student cell phone policy](#) beginning School Year 2025-2026. With this new policy, our school will adopt and enforce a cell phone-free environment during the "bell-to-bell" school day.

This means that students will not be permitted to use their cell phones or personal electronic communication devices from when the first bell rings in the morning until the dismissal bell in the afternoon, with limited exceptions. To help set students' and caregivers' expectations for our return to school, I want to share more about our school's cell phone storage process.

Storage:

Students will secure their device by placing it in a locker as they enter each classroom. The classroom teacher will supervise the storage process and ensure all devices are securely stowed in the designated location prior to the start of instruction. Devices will not be accessible to students until the end of the period.

Retrieval:

At the conclusion of class, students will retrieve their devices under the supervision of school staff. **Students will not be permitted to retrieve any devices other than their own.**

Students will be expected to place their device, still powered off, in their backpack or bag, not on their person, as they transition for dismissal.

Following the conclusion of our school day at 3:15, students are permitted to take out their devices and power them back on for use. Please note that afterschool programs and athletic teams may also have restrictions on student cell phone use.

Expectations:

Students will be expected to adhere to this policy throughout the bell-to-bell school day. Failure to cooperate could result in disciplinary action in accordance with the [DCPS Safe and Positive Schools Policy](#).

In the event that an emergency causes a change in our school's operating status, such as an evacuation, alert, or lockdown, we receive support from the DCPS Central Services Operations Communications Team so that we can focus on the immediate safety of our students and staff. The Operations Communications Team works across district operations and security to provide accurate and timely messaging to families via the centrally managed message platform, Final site (previously named Blackboard). **If you need to get in contact with your student during the school day, please call the main office at 202-939-5280.**

Chaperoning a Fieldtrip

Background checks are required for ALL parents interested in chaperoning a field trip. It is a simple and easy process that we encourage everyone to do ASAP. Follow these steps:

1. Complete the [DCPS Clearance Application](#).
2. After you submit your DCPS Clearance Application you will receive an email with a link to instructions to use to schedule and complete a FieldPrint appointment for fingerprinting. FieldPrint appointments can be made quickly and easily at many UPS stores across the city.
3. Once you complete FieldPrint appointment, you will receive a letter from DCPS which should be sent to Melissa Winters, Patterson's Manager of Strategy and Logistics.

Classroom Change Requests at Patterson ES

At Patterson Elementary School, we strive to create learning environments that support the academic and social-emotional growth of every student. While we understand that families may occasionally have concerns about classroom placements, we ask that all requests for classroom changes follow a thoughtful and collaborative process.

Please note: Classroom changes due to siblings or other family members being placed together will be considered and addressed by school administration. However, **requests for classroom changes based on other concerns will only be considered after the following steps are completed:**

- 1. Initial Meeting with the Teacher**

Parents must first meet with the assigned classroom teacher(s) to discuss any concerns. This conversation allows both parties to share perspectives and work together to support the student.

- 2. Joint Plan of Action**

Following the meeting, the parent and teacher will develop a joint plan of action to address the concerns. This plan must be submitted in writing to the school administrator **the day after the meeting.**

- 3. 30-Day Implementation Period**

The joint plan will be implemented over a 30-day period. During this time, the teacher and parent will monitor progress and maintain communication.

- 4. Follow-Up Meeting**

If concerns persist after 30 days, a follow-up meeting will be scheduled with the parent, teacher, and school administrator to review the outcomes of the plan and discuss next steps.

- 5. Final Determination**

Based on the outcomes of the joint plan and the follow-up meeting, the school administrator will make a final decision regarding any classroom reassignment. The parent and teacher will be notified of the decision.

Classroom Volunteers

The role of the parent partner and/or classroom volunteer is a crucial one to the enhancement of the full instructional program. They may:

- work with children or small groups of students within the classroom
- one-on-one tutoring for eligible students, only when student would not receive direct instruction from a teacher.

- assist in classroom management
- provide computer lab assistance
- conduct parental involvement activities
- provide support in a library or media center
- facilitate movement in classroom center activities
- monitor restroom movement of students
- monitor lunchroom activities of all students (during given lunchroom period)
- assist with the cleanup between lunch periods
- prepare instructional materials
- assist in supervision of students
- perform other tasks as designated by classroom teacher, principal or other staff person

Classroom volunteers will perform a variety of duties both instructional and non-instructional. We hope to capture your specialty areas and hobbies and make them a part of our program. Suggestions for ways educational assistants, parent partners and volunteers can help to support are:

- escorting students to and from lunch
- administering/checking assessment tests
- reading story to class
- checking roll
- collecting/reading/checking assignments
- escorting class to special subject teachers/enrichment
- developing bulletin boards
- making reservations for field trips
- supervising art and other learning center areas
- cutting letters and pictures and organizing supplies
- making telephone calls to
- feeding classroom pets
- making picture files
- collecting materials for a unit
- setting up for an activity (painting, pasting, etc.)
- showing films
- posting student work
- organizing work for the next school day
- assisting in special projects
- working with students one-on-one or in small groups
- filing student work and/or materials

Note:

All volunteers must complete the DCPS volunteer application process before you are permitted to assist in the classroom/school/fieldtrips.

Food Guidelines

Patterson Elementary School is proud to be a **full-service breakfast and lunch site**, with meals **freshly prepared on our premises** each day. Our students enjoy **nutritious, well-balanced breakfasts and lunches** that support their health, growth, and academic success.

To maintain a safe and healthy environment for all students, we ask families to follow these important guidelines:

- **Do not send students to school with gum, candy, chips, canned or bottled sodas, “Huggies” drinks, nuts of any kind, pumpkin seeds, sunflower seeds, or other junk food.**
- **These items are not permitted in classrooms or on field trips.**
- **Please discourage your child from visiting stores before school, as purchased snacks often do not meet our nutritional standards.**

As a reminder, **Patterson ES is a nut-free school**. To protect students with severe allergies, **nut products—including peanut butter, almond butter, and snacks containing any type of nuts—are strictly prohibited.**

Grading and Reporting Policy – Elementary School

At Patterson Elementary School, we follow the **District of Columbia Public Schools (DCPS) Grading and Reporting Policy** to ensure that student progress is measured fairly, consistently, and transparently.

Purpose of Grading

Grading is used to communicate a student’s academic progress and mastery of grade-level standards. It helps teachers, students, and families understand strengths and areas for growth, and guides instructional decisions.

Grading Scale (Grades K-5)

DCPS uses a standards-based grading system for elementary students:

- **4 – Advanced Understanding:** Demonstrates comprehensive understanding and exceeds grade-level expectations.
- **3 – Proficient Understanding:** Demonstrates solid understanding and meets grade-level expectations.
- **2 – Basic Understanding:** Demonstrates partial understanding and is approaching grade-level expectations.

- **1 – Below Basic Understanding:** Demonstrates minimal understanding and is below grade-level expectations.
- **NM – No Mark:** Used when there is insufficient evidence to determine a student's level of understanding.

Report Cards

Students receive **report cards** at the end of each advisory (quarter). These documents provide detailed feedback on academic performance, work habits, and social-emotional development.

Inclement Weather Plan

In the event of inclement weather, Patterson Elementary School follows the guidance and protocols established by **DC Public Schools (DCPS)**.

- For **snow or winter weather conditions**, DCPS will determine whether schools will open on a delay, close for the day, or operate on a normal schedule.
- During periods of **extreme heat**, the DCPS Superintendent may authorize **early dismissals** to ensure student safety.

All decisions regarding schedule changes will be communicated through **public media outlets**, including:

- Local news stations
- The **DCPS website**
- Public radio and other official channels

We encourage families to stay informed by checking these sources regularly during periods of inclement weather. Your child's safety is our top priority, and we appreciate your cooperation in following these procedures.

Mandated Reporting (CFSA)

All employees of **District of Columbia Public Schools (DCPS)**, including those at **Patterson Elementary School**, are designated as **Mandated Reporters**. This means that by law, staff are required to report any **suspected cases of child abuse or neglect** to the appropriate authorities.

Key points to understand about mandated reporting:

- If a staff member suspects abuse or neglect, they are legally obligated to **contact Child and Family Services (CFSA)** immediately.

- These reports are made **confidentially and anonymously**. Staff **cannot notify parents or guardians** when a report is made.
- School staff **do not conduct investigations or question students**. If necessary, a CFSA representative will visit the school to speak directly with the child or children involved.

This policy is in place to ensure the safety and well-being of every student. We appreciate your understanding and support as we work together to maintain a safe and nurturing environment for all children.

Medication Policy

To ensure the health and safety of all students, **all medications must be administered by the school nurse or trained Patterson Elementary School staff**. Students are **not permitted to self-administer any medication**, including inhalers.

If your child requires medication during the school day, the following procedures must be followed:

- A **completed and signed medical order** from a licensed healthcare provider must be submitted to the school nurse.
- All required **application paperwork must be completed by a medical professional** and submitted along with the medication.
- A **parent or designated adult must personally deliver the medication** to the school nurse. **Students are not permitted to bring medication to school under any circumstances.**

These guidelines are in place to protect all students and ensure that medications are administered safely and appropriately. We appreciate your cooperation in adhering to this policy.

Monetary Guidelines

To help ensure the safety and accountability of all financial transactions at school, **students should not bring money to school unless it has been specifically requested by a teacher for a field trip or special event.**

When money is required:

- Parents will receive **written notification** detailing the purpose and amount.
- A **receipt will be provided** for all monies collected at school.
- We encourage parents to **check with their child for the receipt** to confirm that the payment has been received and documented.

Parent-Teacher Conferences

At Patterson Elementary School, we value strong partnerships between families and educators. **Parent-teacher conferences are an essential tool for fostering communication and collaboration** to support each child's academic and social-emotional growth.

Parents are welcome to visit their child's classroom; however, **classroom visits should not be used for conferencing with teachers during instructional time**. Conferences are private and should be scheduled outside of teaching hours to ensure confidentiality and minimize disruption to learning.

Conference Scheduling Guidelines:

- Conferences may be arranged **before or after school**, or during the teacher's **planning period**.
- Patterson ES maintains an **open-door policy**, but we ask that parents **do not attempt to hold conferences while instruction is taking place**.
- Teachers and parents should work together to schedule meetings that allow for meaningful dialogue and planning.
- All **in-person and phone conferences** should be documented—a **helpful place to log these is on the back of the student's attendance card**, as this record can be valuable when discussing academic progress, retention, or other concerns.
- In addition to individual conferences, **regular Open House visitation days** will be scheduled to welcome families and community members into our school.
- Patterson ES also hosts **Academic Partnering Teacher Team (APTT) meetings**, which serve as an alternative to traditional Parent-Teacher Conference Days. These meetings provide structured opportunities for families and teachers to collaborate on student learning goals and strategies for success.

Promotion Policy

At Patterson Elementary School, we celebrate the academic growth and progress of all students as they advance to the next grade level. **All students are promoted based on their academic achievement and readiness**, and we are proud of each child's accomplishments.

While every student is promoted, **a formal promotional exercise is held only for fifth grade students**, as they are transitioning from elementary school to middle school. This milestone marks an important step in their educational journey, and we look forward to honoring their achievements.

We are equally excited about the promotion of students in other grades and look forward to celebrating their transition when they reach fifth grade. Thank you for your continued support in recognizing and encouraging your child's academic success.

To be eligible for participation in the promotional exercise, students in 5th grade must:

- **Demonstrate positive school citizenship** throughout the school year. Students who engage in repeated or serious misconduct may be excluded from promotional events.
- **Meet academic performance expectations**, including the successful completion of all required coursework and assignments.

Students who do not meet these criteria may be excluded from promotional activities.

School Uniform Policy and Footwear Safety

Patterson Elementary School is a **uniform school**, and we take pride in promoting a sense of unity, school spirit, and focus through consistent dress.

Our official school colors are **navy blue and light yellow**. Students are expected to wear the school uniform **Monday through Friday**, unless otherwise notified for special school-wide events.

Approved Uniform Items Include:

- **Light yellow shirts**
- **Navy blue pants, shorts, skirts, dresses, or jumpers**

Uniforms should be neat, clean, and worn appropriately each day. On designated special event days—such as **Pajama Day**—students will be informed in advance if uniforms are not required.

To ensure the safety of all students throughout the school day, **students should not wear open-toed shoes, flip-flops, sandals, or any footwear that may cause tripping or injury**. Proper, closed-toe shoes are required to support safe movement during recess, physical education, and transitions throughout the building.

School Website

Stay informed and connected with the latest news, updates, and resources by visiting our school's official website: **patterson elementary online**. The site provides important information including the school calendar, announcements, staff contacts, academic resources, and more to support our students and families throughout the school year.

Social-Emotional Support Services

We are committed to supporting the social and emotional well-being of our students and their families. If a student or family is in need of assistance, our school offers a range of support services to help address emotional, behavioral, and mental health needs.

We are proud to partner with the **Department of Behavioral Health and Umbrella Therapeutic Services** to provide additional resources and professional support. In addition, our dedicated **school social worker** and **school psychologist** are available to offer guidance, counseling, and referrals to appropriate services as needed.

Our goal is to ensure that every student feels safe, supported, and empowered to succeed both academically and personally. Families are encouraged to reach out to the school if they believe their child may benefit from these services.

Student Assessments and Interventions

Student achievement is continuously monitored throughout the school year using a variety of methods, including assessments and evaluations. Teachers analyze test results to assess both individual student progress and overall class performance. This ongoing analysis helps determine students' skill levels, guides appropriate instructional placement, and informs the effectiveness of our academic programs.

We believe that students perform their best on assessments when they are well-rested, have had a nutritious breakfast, feel supported and encouraged, and are equipped with effective test-taking strategies.

In addition to regular assessments, we provide targeted interventions for students who need additional support in **reading and mathematics**. These interventions are designed to address specific learning needs and help students build foundational skills essential for academic success.

By identifying areas for growth through ongoing evaluations, our educators can tailor instruction and support to ensure every student has the opportunity to thrive. We are committed to fostering a learning environment where all students receive the resources they need to reach their full potential.

Student Code of Conduct

At our school, we are committed to fostering a safe, respectful, and inclusive learning environment where all students can thrive academically, socially, and emotionally. To support this goal, students are expected to follow our Code of Conduct, which outlines the standards for behavior both in and out of the classroom.

Student Expectations:

- **Respect:** Treat all members of the school community—peers, staff, and visitors—with kindness, courtesy, and respect.
- **Responsibility:** Take ownership of your actions, complete assignments on time, and come prepared to learn each day.
- **Safety:** Follow school rules and procedures to ensure a safe environment for everyone.
- **Integrity:** Be honest in your words and actions. Academic honesty is essential.
- **Engagement:** Participate actively in class, ask questions, and strive to do your best.
- **Citizenship:** Demonstrate positive behavior in all areas of the school, including hallways, cafeteria, playground, and during school events.

Violations of the Code of Conduct may result in disciplinary action, as outlined in our school's behavior policy. We believe that clear expectations and consistent support help students grow into responsible and respectful individuals.

Visitor Protocol

To maintain a safe and secure environment for all students and staff, **all visitors must follow the procedures below:**

- **All visitors are required to present a valid photo ID** upon arrival.
- Visitors must **sign in at the security desk**, where they will be issued a **visitor's pass**.
- After receiving a visitor's pass, visitors should proceed to the **main office**.
- Office staff will **notify the appropriate teacher** and confirm availability before allowing visitors to proceed to classrooms or other areas of the building.