

Meadows Elementary School

55 South Brown Avenue

Terre Haute, IN 47803

812-462-4301

Mrs. Karen McDonald ~ Principal

The Meadows Elementary educational community is dedicated to:



- *Providing a quality education*
- *Promoting lifelong learning*
- *Preparing responsible citizens*

January 15, 2013

We want to inform you of new VCSC & Meadows safety procedures:

- All visitors must sign in at the main office and receive permission to enter other areas of the building. All visitors must wear the designated visitor badge when going past the office checkpoint. All visitors must sign out at the office and exit at the main entrance.
- Students are not to be released early at dismissal. Those picking up students will need to wait outside for students to be released. The more structure that we maintain at school, the level of safety is increased.
- If a student needs to be released before the end of the school day, then the parent needs to call ahead.
- Parents must follow the “buzz-in” procedure when coming to school. The buzzer is located on the wall next to the far left door. When you press the button, you will be greeted by someone at the office. You may be asked to answer a security question when coming to school for a child. If you are approved to enter the building, then the person at the office will electronically unlock the far left door for you to enter. You must go immediately to the office to check in.
- A person must be listed on the emergency card for access to that student. It is the parent’s responsibility to keep that card updated at the office.
- Doors will not be open at any time and visitors must buzz in to enter the school. This will include students who come to school at the beginning of the day.
- A staff member will be at the front doors beginning at 7:30 a.m. The doors will be locked and parents/students will have to be let in by that person. This is a change since doors have been unlocked during the morning rush but now will be locked at all times.
- When dropping off student between 7:30-8:00am, parents need to wait and watch that their child has gotten into the building before leaving. Students are not to be dropped off prior to 7:30am as there is no supervision prior to that time.
- Anyone not wearing a staff or visitor badge is to be reported to the office.

**The Vigo County School Corporation will equip students with
lifelong learning skills and prepare them to become productive and responsible citizens.**