

The Stonybrook Middle School and Stonybrook Intermediate Academy Safety Committee recently reviewed the building visitor check-in procedures for all of our buildings. In the best interest of student and staff safety and security, we will be implementing the following district-wide building visitor check-in and check-out procedures:

1. Parents must check students out through the office. Students should not be checked out early except for emergencies, hardships, or appointments. You will need to be prepared to show photo identification if the office staff does not recognize the visitor by face and name. Before the student is released, this information will be compared with our student/parent database information for verification purposes.
2. Visitors to all buildings need to be prepared to show photo identification if the office staff does not recognize the visitor by face and name. This information will be compared with our student/parent database information for verification purposes.
3. Visitors will sign in and be given a numbered visitor ID badge which is required to be worn during the entire time the visitor is in the building. Visitors will be escorted to the main office if signing in between 7:30-8:00 am. The main office secretary will make contact with the classroom teacher/administrator to notify the teacher that a visitor is in the building. (There may be times when a class is taking an assessment or completing a project when a visitation may be put on hold).

Classroom visitations should be focused on working with your student(s) in the classroom. If you wish to speak to the teacher about your individual student please set up a time either before/after school for this conference.

4. Visitors will check out at the end of the visit and return the assigned visitor ID badge to the receptionist area.

As always, the safety and security of our students and our staff members is of the utmost importance. Please continue to help us make Stonybrook Middle School and Stonybrook Intermediate Academy a safer and secure school district by following these required procedures for building visitor check-in.

****STUDENTS MAY NOT BE CHECKED OUT AFTER 2:30 P.M. DUE TO THE REGULAR AFTERNOON CONGESTION. PARENTS MAY NOT REMOVE STUDENTS FROM LOADED BUSES.**