

Two important reminders regarding student drop-off and visitor check-in procedures:

1. Late Arrivals: If your child is arriving late, an elementary parent or older sibling (if driving) must check them in at the office. Please do not "drop and go." Ensuring students are properly checked in helps us maintain accurate attendance and safety protocols. Middle School and High School students need to check in and check out at the middle school/high school office.

2. Visitor Check-In: Parents and visitors must check in at the elementary office and obtain a visitor pass during school hours. If you need to visit the middle/high school, please check into the **Middle School/High School office** before proceeding elsewhere in the building. If you want to visit with your middle school or high school student during the day, do NOT come to the main office as during the school day this is the elementary entrance.

Thank you for your cooperation in keeping our students safe and accounted for!

Jim Hulscher

*Superintendent*

Hamlin School