



## ***Gallberry Farm Elementary School***

8019 Byerly Drive  
Hope Mills, NC 28348  
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Dr. Frank Till  
*Superintendent*

Dawn Collins  
*Principal*

January 8, 2013

AHOY Gallberry Families,

We are thrilled to have this New Year with your children and we hope that it brings health, happiness and prosperity for your family!

As we reflected on the tragic events in Connecticut as a staff, the need to review our safety procedures became paramount. This letter shall serve to document the new Gallberry Farm Visitation Policy. These policies and procedures are first and foremost for the safety of our students and staff but they also address the safety of our visitors. It is crucial that we are able to account for all people on campus at all times.

We appreciate your compliance with the following Visitation Policies:

- At 8:30 am, when the tardy bell rings, all visitors will be expected to leave the building or sign in as a visitor in the front office.
- Parents must pre-schedule classroom visits with the teacher or an administrator.
- Parents will not escort tardy students to the classroom after signing them in, unless they have a pre-scheduled visit with the teacher.
- All visitors are required to wear a lobby guard sticker in addition to a colored pass designating the purpose of their visit.
- All visitors/volunteers are required to leave their ID or keys in the office to ensure that they sign out when leaving the school.
- Lunch visitors must be listed on the student's blue card in the front office as a parent or emergency contact. These cards may be updated at any time.
- Lunch visitors must wait in the front office, after signing in, until their child's class is passing the front office. In order to go to the classroom after lunch, the parent must turn in the lunch pass and sign in as a pre-approved classroom visitor.
- Parents will not be allowed to volunteer anywhere in the building unless they have completed the Cumberland County Schools background check process.

Safety is always our number one priority. We know our Gallberry Families have this very same priority. Thank you in advance for helping us in this and all our endeavors.

Dawn Collins  
Principal