

# ***Gallberry Farm Elementary School***

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Hope Mills, NC 28348  
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Dr. Marvin Connelly Jr  
*Superintendent*

Dawn Collins  
*Principal*

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WELCOME Gallberry Families,

We are thrilled to have the opportunity to work with your children this new school year!

The policies and procedures at Gallberry Farm 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:

- Parents of K-5 students will not be allowed to accompany them into the building in the morning, staff members will greet your children and escort them to class as needed.
- Students arriving after 8:30am will need to be signed in at the front office by an adult.
- Parents must **pre-schedule** classroom visits with the teacher or an administrator.
- 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 keys in the office to ensure that they sign out when leaving the school.
- Lunch visitors must be listed on the student's 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 or go on school field trips unless they have completed the Cumberland County Schools background check process and been approved. The link to access the volunteer application can be found at **[www.ccsvolunteers.com](http://www.ccsvolunteers.com)** . (Must be updated every year.)

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