

Dear Parent/Guardian:

We are so thankful for our parents who come to volunteer, attend special events or help out in the classroom. As we continue to strive for the safety of all students, we thank you for your support as we implement the following policies at Byron Center Public Schools and Nickels Intermediate School.

- Visitors entering the building are being asked to show a picture ID to the office staff. This includes parents who are coming into the building before 2:45 pm to pick up their child after school. We ask that parents remain in the lobby or in the main office and wait until your child comes to you.
- For larger special events scheduled during the school day, we are asking parents to RSVP the family members and friends coming to the event. The school office will send home a form for parents to list names of people who will be attending. **Visitors who are not pre-registered will not be allowed to attend the event.**
- The district will be doing a background check on any school volunteers who work directly with the students. **We are asking all volunteers to fill out the district form before volunteering in a classroom, field trip, etc.** These forms are in the school office. These forms will be destroyed once the background check is completed.

In addition we are reminding all parents to send a note or call the school office when picking up a child who normally rides the bus. This will help the office staff eliminate last minute calls to the classroom. If a call is necessary, please do so before 2:00 pm.

Your support is appreciated as we work together. Our highest priority is to provide a safe learning environment for your children, and at the same time nurture a warm and caring school climate for our entire Nickels family.

Sincerely,

Tom Trout, Principal