

**WORCESTER
PUBLIC SCHOOLS**

WORCESTER ARTS MAGNET SCHOOL

**Mary Ellen Scanlon
Acting Principal**

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Dear Families,

I am writing to provide you with important information regarding school safety and procedures.

To ensure the safety and security of our students and staff and the orderly operation of Worcester Arts Magnet School, all parents and guardians and other individuals planning to visit our school during the school day are required to follow checking in/check out procedures. Please take time to review these visitation procedures.

Upon arrival at the school building, all visitors must sign in the Visitor Register at the school office before proceeding to any other part of the building. Once signed in, the visitor will be issued a Visitor Pass, which must be displayed at all times while the visitor remains in the school building. Upon conclusion of the visit, the visitor must return to the building office and sign out in the Visitor Register.

Families who choose to have their child participate in an afterschool enrichment program will wait in the main office area when arriving to pick up their child. The instructor will bring your child to the main office area and dismiss students from that area.

All school events such as the WOW show, Urban Voices Concert, and Holiday Show will follow a new protocol for those attending. A sign in table will be placed in the front lobby. All visitors for the performance will sign in and then proceed directly to the gymnasium.

Dismissing your child after an all school event such as the WOW show, Urban Voices Concert, and Holiday Show will now follow a new protocol that will ensure safety of all students. When the program has ended, students will be dismissed from the gymnasium to their classroom with their teacher. Families are asked to stay seated in the gymnasium while students are exiting. We will no longer dismiss students to parents from the classroom. Parents who wish to dismiss their child from the performance must send a written notice to school by the morning of the performance. These parents will remain in the gymnasium and wait for the office to call their child back to the gymnasium for dismissal. Parents will then sign out their child with a school staff member that is in the gymnasium.

Of course you are also able to send your child home by their regular dismissal routine. If your child is going home by their regular routine, please wait in the gymnasium until all students have exited. An announcement will be made to assist with this transition.

Thank you for your cooperation as we implement these new routines. Safety of our students is our priority and we are confident that these new routines will enhance our present safety procedures.

Please feel free to contact me should you have any questions.

Sincerely,
Mrs. Scanlon