

Building Security

1. The front door will be unlocked from 7:30-8:55am.
2. Please do not open doors for parents who try to use unauthorized entrances to enter the building.
3. All parents are expected to use the Cambridge Street Entrance when dropping off and picking up their child.
4. All visitors familiar/unfamiliar must report to the main office to sign in and obtain a visitors pass.
5. The breezeway door will no longer be open from 10:30 to 1:00. KOED Staff will now buzz staff and students in. Please remind students that they are not to open the locked doors for visitors. Also, please help us be sure that outside doors are secured when they are supposed to be.
6. If you see visitors who are unfamiliar to you, please ask them their destination and if unsure, direct them to the office to sign in.
7. All deliveries must come through the main office. Please do not open the loading dock door for deliveries.
8. Parents who arrive before 2:45 must wait in the lobby until dismissal time. If they wish to pick up their children early they can sign them out in the main office.

Inclement Weather

Rainy Days: Please see that your students have activities to keep them busy on rainy days. We would be glad to store rainy day boxes, near the cafeteria, or for that matter materials that you provide for a more enjoyable lunch time for your class on regular days.

Early Release Days: See Lunch/Recess for the schedule change.

Composting

This year we will continue our school-wide practice of composting unused foodstuff from our lunches. We will provide more specific details to help you and your students understand the routines.