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Early Dismissal, Main Office Protocol and Building Access

With 535 students, a high volume of early dismissals can lead to interruptions in classroom learning. In order to minimize interruptions, the following procedures are in place.

- Parents/Guardians should notify homeroom teachers and office staff using the link on the Cunningham website. If possible, forms should be completed prior to 8:05 am. By **using the new online form located on the Cunningham website, we can decrease your wait time and minimize class disruptions.**
- Without notification, students will not be dismissed between 2:30 pm - 2:49 pm unless there is an emergency.

Messages Regarding Adult(s) Picking up Students

- Parents/Guardians who want a student(s) to be released to an alternate adult should notify the teacher and office staff (via email or note). Office Staff emails are listed at the bottom of this page.
- If a parent/guardian notifies the main office in advance, the student will be taken to the main office and released to an adult by the main office staff. All adults must present a state issued ID to office staff.

Main Office and Building Access Protocols

At Cunningham, we want to continue to have a strong community presence at our school. At the same time, we need to ensure student safety by closely monitoring adult access and movement in the building. Please refrain from using cell phones or engaging in non school based conversations in the main office.

In order to address student and staff safety, the following procedures are in place:

- All adults/visitors must use the main entrance on Edge Hill Road and check into the main office. Only students and employees may enter the building through entrances other than the main entrance.
- During the school day, guests must ring the doorbell to gain access to the vestibule and once again to gain access to the school. Office staff will be able to communicate with you from the vestibule if your face cannot clearly be seen on the camera.
- All adults who plan to stay in the building should give the office staff a state issued ID so that a Visitor's badge can be printed. All adults without a school issued Visitor's badge will be asked to return to the main office to receive one. *Pass must be visible at all times.
- Adults who visit the school multiple times can have their information saved and a badge will be able to be printed without showing an ID.
- All adults must sign in on the Visitor's sheet located in the main office. Upon leaving, guest should sign out and return their badge to office staff. Guest should always exit through the main entrance unless escorted by an employee to a different exit in the building.

****All parents who stay in the building need a Cori form on file. Cori forms needs to be filled out through the office every 12 months.***

Office Staff: Jonathan Redden (jredden@miltonps.org), Bernadette Butler (bbutler@miltonps.org), Marianne Kinsella (mkinsella@miltonps.org)