



KRAMER ELEMENTARY

400 W. Sycamore Street, Oxford, Ohio 45056 | (513) 273-3500 Phone | (513) 273-3505 fax

Empowering Every Learner Every Day!

Dear Kramer Families,

As we continue to evaluate our school procedures around the ideas of safety, I would like to review our procedures for visitors as outlined in our Parent/Student Handbook. These procedures were developed to preserve instructional time for our students in addition to maintaining security.

Visitations:

We welcome visitors to our school. We ask that you contact the classroom teacher to arrange your visit in advance. All visitors to Kramer School must check in at the school office. You must provide your driver's license when you sign in. After signing in, you must wear a Visitor's badge.

Visitors will not be permitted to loiter on the school grounds or in the school building.

I am providing the following information to help clarify these procedures as we move forward in improving security and safety within the building:

- If you are planning to visit a classroom or teacher, please contact the teacher. The teacher will provide the office staff with a list of arranged visits for the days. This will help us know who to expect in the building throughout the day.
- If you are planning to eat lunch with your child and/or join them at recess, please send a note to your child's teacher on the day you plan to do so. We ask that you remain with your child in the cafeteria or on the playground. We ask that you not make other stops in the building so that we can keep an accurate record of where visitors are in the building and to limit disruptions to the classrooms. If you need to speak with a staff member please call and arrange for a time to meet.
- If you are dropping off your child in the morning, we would like to promote independence with this procedure by having students dropped off at the entrances to the building. However, if you plan to walk your child to the classroom, we ask that you present your driver's license, sign in at the office and wear a visitor's' badge. Please be aware that students are not to report to classrooms until 9:05 AM .

We want to thank you for your attention to these procedures as we continue to improve security and safety at Kramer as well as preserve the instructional time we have with your students.

Sincerely,

Mr. Jason Merz
Principal