



INDIANA FOUR-STAR SCHOOL



Empowering all students to live and share their Catholic Faith while growing in academic success in a safe and nurturing environment.

December 2019

Dear Parents,

The Catholic Schools Office will soon be presenting a new diocesan safety policy for lunchtime visitors. In the meantime, we will be implementing these safety best practices beginning next week 12/11/2019:

- A parent must call the school office at least 24 hours in advance of a lunchtime visit
 - Parents must call in all requests including those for grandparents, aunts, uncles and siblings
 - Lunchroom visits are limited to one 20-minute lunch period, unless permission has been granted by the principal or principal designee for multiple lunch periods.
- Visitor(s) and student will eat at the designated visitor table.
- Visitor(s) are not permitted on the playground or at indoor recess
- Visitor(s) need to let the office know if they will be purchasing a school lunch when calling in to schedule the visit.

In addition, the following reminders to our current expectations:

- Visitors must check into the school office upon arrival and departure
- Visitor cell phones must be kept out of sight while in the school building
- Visitors are not permitted to bring in any outside food or drink for a student or visitors
- Visitors must not take pictures of any kind while visiting

It's hard to imagine all the scenarios that require us to put these safety measures in place and we should be judicious in requiring best practices when it comes to protecting the safety of all our students. Thank you for following the above procedures.

Blessings on your Advent,

Mrs. Cheryl Klinker