The Nettelhorst school community is extremely grateful for the ongoing support of our parents, staff, and students. In conjunction with our safety initiative, the Culture and Climate Committee has reviewed, revised, and updated the morning arrival procedures to increase student safety. Because of our children’s safety, and to ensure safety for everyone—we are asking families, students, and staff to adhere to the arrival and dismissal procedures listed.

**Inclement Weather Guidelines**

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**Morning Indoor Arrival Map: Halsted**

<table>
<thead>
<tr>
<th>Door 1</th>
<th>Door 4</th>
<th>Door 5</th>
<th>Door 7</th>
<th>Door 8</th>
</tr>
</thead>
</table>
| Opens at 7:55 a.m.  
* 7:30 a.m. for Pre-K 201 & 202  
Kindergarten families should drop off students at stanchions, “Kiss & Go”. Students will walk to library hall with ambassadors. | Opens at 8:00 a.m.  
1st - 3rd grade walk to classrooms and line up.  
4th - 8th grade walk directly to auditorium. Only students will enter the building. | Opens at 7:00 a.m. for Healthy Start ONLY! Please buzz and go to Room 116  
Opens at 7:45 a.m. for breakfast. At 8:00 a.m. 1st - 3rd grade walk to classrooms and line up. 4th - 8th grade walk directly to auditorium. Only students will enter the building. | Remains closed at all times. Please exit the building using Door 1 only!!! | 

**Broadway**

**Parents needing to enter the building to get to the office please use Door 1 until 8:30 a.m. After 8:30 a.m. Door 9 will be the main entrance until 3:00 p.m. Please sign in at the security desk before proceeding to the office.**
As a community we are working on creating a safe and secure environment as our students enter the building for a day full of learning. Teachers are also busy ensuring they are ready for their day with students. Please schedule any meetings with teachers ahead of time. We are all working to ensure systems are efficient and enforced so that all staff, families, parents, and students know and follow the protocols.

Stallion Safety Non-Negotiables

- Healthy Start begins at 7:00 a.m. Families should only use Door 5 to drop off your child. For cost information please visit the Nettelhorst website under Before/After School Programs.
- The building is closed for student arrival until 7:45 a.m. when breakfast begins. Students should not arrive prior to 7:45 a.m. unless attending Healthy Start.
- **Students who arrive before 7:45 a.m. will be directed towards the office, and a phone call home will be placed. If a child continues to arrive early, a meeting will be scheduled with the parent(s) and administration.**
- The Cafeteria opens at 7:45 a.m. for breakfast. **Do not send your child for breakfast earlier than 7:45 a.m. Students may enter using Door 1 or Door 7 starting at 7:45 a.m. and walk directly to the cafeteria.**
- Families should use the identified doors for their children during morning arrival.
- Students in grades 1-8 should enter the building on their own. **Parents will be asked to “Kiss ‘n Go” outside of their child’s assigned inclement weather door. Do not accompany your child into the building.** Staff members and Stallion Ambassadors will be on hand to help students make their way to their classrooms.
- Kindergarten parents will be allowed as far as the foyer to drop off their children beginning at 7:55 a.m. Please “Kiss ‘n Go” and have your child walk up the stairs to the identified class line.
- Visitors, volunteers, and families visiting the main office should always enter through Door 1 from 7:50-8:30 a.m. OR Door 9 from 8:30 a.m.-3:00 p.m., stop by the security desk, and receive a yellow visitor’s pass or green visitor’s pass.
- Staff members will redirect families, parents, and visitors who are not entering through the appropriate door. Staff members will also redirect any adult in the building without a pass to the main office.
- Inclement weather updates will be communicated using the Remind App. Please text the number 81010 with the message @nettelhort to sign up.
- Students who arrive after 8:20 a.m. must go to the office first for a tardy pass by using Door 1.
- Once the doors are closed, families and students should not bang on the doors. **Due to banging, the glass has cracked on the door. Please proceed to Door 1 and have your child enter the building on their own. They must stop by the office to receive a tardy pass, and then continue to their classroom.**
- Please review the recess and inclement weather guidelines listed below:

**REMINDER! RECESS WEATHER GUIDELINES** - As the temperatures drop, the Office of Student Health and Wellness would like to remind schools that when temperatures are above 32 degrees (with or without windchill) recess should be held OUTDOORS. Once temperatures are between 31-15 degrees it is principal discretion to host outdoor recess, and below 15 degrees recess should be held indoors. For the full guidelines please visit the OSHW Knowledge Center page here: Recess Weather Guidelines
Indoor Dismissal Procedures

Kindergarten families should pick up their child from their classroom. Please enter using Door 1 starting at 3:00 p.m. Please wait for the teacher to open the classroom door for dismissal.

1st - 8th grade families will pick up students from the auditorium. Families should use Door 7 (on Aldine) to enter the auditorium. Please sit down in the auditorium chairs until your child is dismissed to you. For the safety and security of everyone we ask that you find a seat once in the auditorium and wait for your students classroom to settle in to their dismissal space. When the teacher begins dismissing children you may alert the teacher (raise your hand/stand up from your seat); the student will be dismissed to you. The walking space around the dismissal area must stay clear so teachers can scan the seats for parents/guardians. Once you have your child, please exit the auditorium through the back doors. You will not be allowed to exit the doors you entered from.

<table>
<thead>
<tr>
<th>Grade</th>
<th>Parent/Guardian Entry Time (Door 7)</th>
<th>Student Dismissal Time</th>
</tr>
</thead>
<tbody>
<tr>
<td>First &amp; Second Grade</td>
<td>3:00 p.m.</td>
<td>3:05 p.m.</td>
</tr>
<tr>
<td>Third - Fifth</td>
<td>3:05 p.m.</td>
<td>3:10 p.m.</td>
</tr>
<tr>
<td>Middle School (only for those who don’t walk home by themselves)</td>
<td>3:10 p.m.</td>
<td>3:15 p.m.</td>
</tr>
</tbody>
</table>

** All late pick ups will be taken to the cafeteria. After 3 late pick ups you will be contacted by teacher/administration.

*** When picking up a student from after-school programs, please use Door 5 to enter the building.