

**Welcoming Families Back to Southwest**  
**January 9, 2023**

<b>Tenets</b>	<b>Recommendations</b> <b>Note: The instructional day begins at 7:45 a.m. and ends at 2:15 p.m.</b>
<b>Safety</b>	<p>Principals will establish school-specific safety protocols that include internal and external procedures designed to ensure safety of staff, students and parents.</p> <ul style="list-style-type: none"> <li>● Southwest families will <u>park in the front parking lot</u> and <u>enter through the front door</u> with staff supervision. The only exception will be for walking families coming from the back path with administrative and staff supervision.</li> <li>● An administrator will circulate to monitor hallways and check in with staff, students, and families.</li> <li>● Support staff will be present throughout the building at designated locations including entrances and intersections.</li> <li>● All families will exit the building at 7:35am. Families arriving at 7:35am or later will “kiss and go” at the front area.</li> <li>● Front entrance doors will be closed and secured at 7:45 a.m. to begin the instructional day.</li> </ul>
<b>Relationships and Independence</b>	<p>DPS highly encourages the “Hug Zone” for parents—in a strict agreed upon location between 7:15 a.m. and 7:35 a.m. Families will exit the building at 7:35, announcements are at 7:40, and instruction begins promptly at 7:45.</p> <ul style="list-style-type: none"> <li>● Families will be allowed to walk their student(s) to class from 7:15-7:35 in the morning.</li> <li>● The “Hug Zone” will be located outside of the classroom door where they will be greeted by the teacher.</li> <li>● Classroom teachers will greet families and students at their doors.</li> <li>● Students will enter the classroom independently to maintain the routine and foster independence.</li> </ul>
<b>Volunteering and Equity</b>	<p>A parent serving as a helper in a classroom must undergo approval through the <a href="#">DPS volunteer process</a>.</p> <ul style="list-style-type: none"> <li>● Individuals are notified by email of clearance to volunteer.</li> <li>● <u>Approved</u> volunteers must provide a copy of the email to their child’s teacher. Include available days and times for consideration. The classroom teacher will coordinate opportunities for approved volunteers.</li> <li>● Your child’s teacher may assign you to another student or small group. This allows all children to benefit from our volunteers. Volunteering directly with your child is not recommended.</li> <li>● Be open to working with other classrooms. Reach out to PTA for grade level or school-wide volunteer opportunities.</li> </ul>
<b>Communication and Instructional Time</b>	<p>To protect instructional time, parents are encouraged to plan meetings with teachers and avoid any question/answer sessions during drop-off.</p> <ul style="list-style-type: none"> <li>● Meetings should occur during scheduled parent-teacher conferences or at an agreed upon time by the teacher that does not conflict with the instructional day.</li> <li>● Updates or questions should continue to be sent via Class Dojo.</li> </ul>