

# Robert Frost Elementary School

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West Valley City, Utah 84119-5644

Office 385-646-4840  
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December 14, 2018

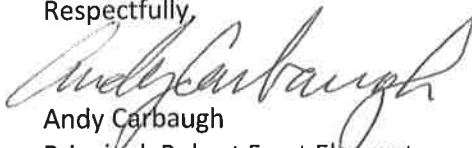
Dear Robert Frost Patrons,

As we begin a new calendar year we would like to inform all patrons of Robert Frost Elementary about a few changes that will be taking place as we return to school after the winter break. In anticipation of additional changes to school building security happening in the future, we are adopting a new school policy regarding Protocol for Visitor Identification and Check-In.

Starting January 1, 2019, only school employees and students will be allowed in the school classroom hallways between the hours of 8:00 am and 4:30 pm during the school day. Anyone wanting to visit or volunteer in our classrooms are certainly welcome, but will be required to come in the main doors and report to the school office before being allowed to go down any of the hallways towards the classrooms. In order to receive a visitor badge and proceed down the hallways, patrons will be required to sign in, and provide photo identification. In the future, all Granite School District school buildings will be equipped with a system which will require all patrons wanting to visit the school to provide a state-issued, or other type, of identification and submit to a background check before they will be allowed to visit the school during the school day (with the exception of large gatherings).

Thank you to all Robert Frost Patrons for your continuing cooperation to keep all of our students, employees and patrons safe in and around our school building. Your child's safety is our top priority! If you have any further questions or concerns, please do not hesitate to contact me at the school.

Respectfully,



Andy Carbaugh  
Principal, Robert Frost Elementary  
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January 2019

## **Robert Frost Elementary Protocol for Visitor Identification and Check-In**

This protocol is to be used by school office personnel and other Robert Frost Employees in managing school visitors. All visitors must check in at the office and submit to a check of background databases (once the system is installed and active). The following steps may be used in that process, but understand that situations will vary, and office staff must be prepared to use discretion and sound judgment. Patrons shall be treated respectfully at all times.

- ✓ Once the enhanced school security system is in place, all visitors to our school must comply with all security protocols established by Granite School District related to that system/process.
- ✓ During the school day, 8:00 am to 4:30 pm, every visitor that enters the school shall check in with the office.
  - Photo identification will be required.
  - Visitors will register with name, purpose for visit and length of stay.
- ✓ All visitors will be required to wear a proper identification badge while visiting the school.
  - Visitors/Volunteers will not be allowed in the classroom hallways without proper identification.
- ✓ Any parent/guardian wanting to visit or volunteer in a classroom must schedule that visit ahead of time with the teacher. Parents/guardians wanting to observe in a classroom must be accompanied by a school administrator.
- ✓ Any visitors that do not comply with the protocols will be asked to leave the premises. If visitors do not leave at the direction of office staff or administration, the school shall contact Granite Police immediately to manage the situation.
- ✓ Check-in procedures are NOT required for large gatherings of patrons at the school. However, school administrators shall take care to supervise events appropriately and monitor the interaction of patrons with students. All school staff attending a school event shall assist administrators in monitoring the conduct of students and patrons. Any suspicious behavior shall be addressed immediately.
- ✓ In all instances, administrators and staff shall be discrete about information known by the school about patrons. Administrators and staff shall use their skill and experience to de-escalate volatile situations. Granite Police shall be notified any time patrons create a disturbance or fail to follow clear directives.