



Norwood Elementary School

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Oliver Springs, TN 37840
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www.nwes.acs.ac

August 21, 2015

Dear Norwood Families,

We need your help to keep the school and your children safe. Every child's safety is important to us. As we begin the year please keep the following guidelines in mind.

Drop-off

- Students should not be dropped off at school before 7:15.
- Students can only exit on the passenger side of the vehicle.
- Pull all the way up to the orange cone in the farthest empty loading zone.
- Have all school materials ready to exit the vehicle.
- Students arriving after 8:05 need to stop at the office for a tardy slip.
- Teachers take students to their rooms at 7:45 to begin the day.
- Breakfast begins at 7:20 am.

Car Rider Pick-up

- Pull all the way up to the orange cone in the farthest empty loading zone.
- Students can only be loaded on the passenger side of the vehicle.
- Please do not exit your vehicle to buckle a student while you are at the loading zone. If you need to assist your child please pull up in the parking lot, out of the line to do so.
- Please see the back side of this letter for our traffic pattern map.

Walkers

- Walkers can be picked up on the porch with a car rider sign. All walkers must have prior approval from the principal and live within a mile of the school.

Boy's and Girl's Club

- B&G Club walkers must have a signed permission form on file with the office. These students will be escorted to the B&G Club by an NWES staff member.

Visitors

- All visitors need to stop at the office to sign in and out.

It remains our highest priority to ensure the safety of all students and staff. We ask everyone to please follow our pick-up and drop-off procedures. Failure to do so creates an unsafe environment for everyone. Please contact the office at (865) 435-2519 with any concerns or questions you may have.

