



Lutz K-8 School

Campus Visitor Policies

August 10, 2023

Dear Leopard Families,

We want to thank you all for your support in ensuring the safety and security of all students at Lutz K-8 School. In a continued effort to ensure the safety of our students and staff, the following procedures will be effective beginning **Thursday, August 10, 2023**:

- **Lutz K-8 will be a closed campus.** No parents/families will be allowed inside the school building to walk students to class or to have lunch with students. Staff members will be on duty around the campus to assist students. Students will walk to class independently, or with the assistance of staff members as needed.
- Tardy students arriving after 7:40am must be escorted to the office by a parent to sign in. These students will be walked to class by staff members. Parents do have access to the front office.
- While we will be a closed campus to ensure the safety and security of our Lutz Leopards, we will be holding events throughout the year that allow parents to engage with the school community. Any visitor (classroom performance, school ceremony, field trip, or event, etc.) or scheduled volunteer (through your child's teacher or for PTA activities) must bring identification to the office to sign in. **No visitor/volunteer will be permitted access without identification. No exceptions will be made. Parents are permitted to volunteer in classrooms in collaboration with their classroom teacher.**
- All volunteers should complete a volunteer application. This will be available on the district website in late July or early August. The volunteer application is located under the parent icon on the district website. Once there click volunteering in HCPS.
- **Visitors/volunteers must enter through the office to sign in and must exit through the office to sign out.** This process will ensure we know who is on campus at all times in the event of an emergency.
- The above volunteer policies are subject to change based on district guidelines.
- For student safety, early sign-out for students will end at 12:40 P.M. on Mondays and 1:40 P.M. Tuesday through Friday.

We greatly appreciate your support in this effort, as it is in the best interest of the safety of our students and staff. If you have any questions about these procedures, please contact the office.

Sincerely,

Lutz K-8 Administration