

COMMUNITY UNIT SCHOOL DISTRICT NO.20
PARKVIEW JUNIOR HIGH SCHOOL

1802 Cedar Street
LAWRENCEVILLE, ILLINOIS 62439

ANDREA YOUNGS
Principal

Telephone: 618-943-2327
Fax: 618-943-6245

LYNN FISHER
Dean of Students

TO: Lawrence County
FROM: Andrea Youngs, Principal and Lynn Fisher, Dean of Students
DATE: July 20, 2023
RE: Front Door Policy

For the 2023-2024 school year, the second set of metal doors at PJHS will remain locked. Visitors will be met at the doors and will not be allowed to enter the building unless they have a scheduled meeting or are specifically escorted in by a staff member. This will decrease the amount of people coming and going throughout the building daily, but also increase and follow safety protocols in place.

The following guidelines must be followed:

- Anyone ringing the doorbell at the second set of metal doors must identify themselves and state why they are here. Visitors will not be buzzed in and allowed to enter Parkview Junior High School.
- If a student is being picked up for an appointment, parents or guardians will ring the bell at the second set of metal doors. Parents or guardians will wait outside the metal doors while the office contacts the class and waits for the student. The office will walk the student to the doors and will sign them out at that time.
- If a student is being dropped off late by a parent or guardian, the parent or guardian will ring the bell at the second set of metal doors. Parents or guardians and the student will wait outside of the metal doors. The office staff will meet the student and parent or guardian at the metal doors and sign the student in. The student will enter the metal doors, but parents or guardians will not.
- If a parent or guardian has something for their student, they will ring the bell at the second set of metal doors. The office will answer and instruct the parent or guardian to leave the item(s) on the designated table outside the second set of metal doors. The table will be clearly marked with grade levels and post-its and ink pens will be provided to mark with the student name. The parents or guardians will then leave the building and the office staff will pick up the item as soon as possible. This includes lunch deliveries, homework, uniforms, etc.
- If a parent or guardian is picking up their student who is sick, dropping off medication or needed medical supplies, or anything else related to the nurse, the nursing staff will be contacted by the office staff and will meet the parent or guardian at the metal doors. All exchanges will be made outside the second set of metal doors and parents or guardians will not be allowed to enter Parkview Junior High School.
- Any deliveries (FedEx, Mail, Food, etc.) will follow the same rules and remain outside of the set of metal doors.