



South Heart Public School



Calvin Dean, Superintendent
Jule Walker, High School Principal
David Schneider, Elementary Principal
Jerome Hoffman, Activities Director

Kristine Mehrer, Business Manager
Bobbie Olson, School Counselor
Dana Urban, School Secretary
www.southheart.k12.nd.us

310 4th St. NW ♦ PO Box 159 ♦ South Heart, North Dakota 58655 ♦ Phone: 701-677-5671

Safe School Procedures 2023-24

- **Before and After School**

Parents are NOT permitted to enter the school either before or after school while dropping off or picking up children unless the parent needs to sign out their child at some point during the school day. Please wait outside. Exception: Parents are permitted to escort their child(ren) to class on the 1st day of school.

- **Exterior Doors Locks**

During the academic day, ALL entrance doors will be locked. Entrance to the school must be through Door #1 or Door #7. Push the call button at these entrances and school personnel will greet you. Reply with your name and your purpose for entering and immediately report to the school office to sign the visitors log and obtain a visitor pass. Please sign out and return the visitor pass when you exit the building.

- **Student Sign Out Procedures**

If your child needs to leave during the school day, always **sign students out** and **in** at the office so we know who has left the building and who has returned. If a child is to leave with someone other than the parent, **we need to know from the parent** before we will dismiss students.

- **Meetings with Staff**

Please do not show up at school unannounced hoping to speak with staff. This includes early in the morning as staff have supervision responsibilities, meetings, etc prior to class starting with students. We ask that parents call ahead and make appointments.

- **Parking**

West Side of School: Angle parking on the west side of the school (4th Street NW) is reserved for school staff. Parking next to the school on this same street is reserved for busses from 7:30 – 8:30 am and 2:30 – 3:30 pm. **Please do NOT drop-off and pick-up students on the west side of the school during these times!**

East Side of School: Student drop-off and pick-up is available on the east side of the school by Door #7.

- **Student Absences/Tardies:**

If students will be absent or tardy from school, we ask that you please contact the school prior to the absence or tardy. Please call (701) 677-5671 or email Dana Urban at dana.urban@k12.nd.us. For safety reasons, it is very important that we know where your child is if not present or late to school.