

# Safety Week

August 26th  
- August 30th

*The goal of Safety Week is to provide the Indian Prairie School District students, staff, and community with information and tools used to support safety in the school environment.*



## Scullen Middle School

**Office Hours:**  
7:15am - 3:45pm

**Main Office Staff  
Principal:**  
Scott Loughrige

**Assistant Principal:**  
Courtney DiFiore

**Assistant Principal:**  
Joe Parratore

**Secretaries:**  
Janet Musser  
Tracy Gentile  
Patty Weiger  
Terri King

**School Resource  
Officer**

## Visiting Scullen Middle School

### Entrance Protocol

- All visitors must enter through Door 1
- Please ring the doorbell and wait outside for staff to respond.
- You will be asked to state your name, your child's name and the purpose of your visit
- After being buzzed in you should enter the building and head directly to the main office or where greeter directs visitors.
- Once you have entered the building please have a valid ID to be able to present to the main office.
- If your child is arriving late to school, a parent/guardian should accompany the child to sign them into the building.

### Drop-off Items

- Lunches must be dropped off in bins prior to student lunch period.
- All other items being dropped off need to be left with a staff member in the main office.
- Please follow entrance protocol for being let into the building.

### Early Dismissal

- In the case of a planned early dismissal, a note may be sent in with your child to bring to the main office in the morning. Once received, an early dismissal pass will be given to your child to be down in the office at the requested time.
- Parents/guardians should come into the building to sign-out their child and accompany them out.
  - The main office staff may request an ID to verify relationship to child.
- We ask that all parents/guardians remain in office and not walking the building or in the halls until your child is prepared to leave.
  - If you need to assist your child in the building, a staff member will accompany you unless a background check is completed.
- Your child will only be dismissed to parents/guardians that are on our contact list.
  - Please double check that these contacts are updated periodically.
  - The office staff will contact the primary contact if there is a request for a non-emergency contact to pick-up child.

### Passing Periods

- During a passing period all visitors will be asked to wait outside until passing period is over and/or students have vacated the halls.
- If you are in the building as a passing period is taking place we ask that you remain in the main office until the passing period is over.

### End of Day

- If picking up your child at the end of the school day you may be asked to wait in the office until students have vacated the halls.
- If you are visiting a staff member or volunteering we ask that you remain in the office until 3:10pm or until the office staff has given permission to walk about the building.

