



Nan Clayton Elementary

Austin Independent School District

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Cardinal Families,

We hope you are doing well. For the safety of all our students, and keeping in line with the Austin ISD safety plan, there will be a few noticeable changes on our campus this year. We would like to take a moment to share those with you.

As you are aware, we have a new program for checking in visitors. The program was upgraded by AISD to ensure we are able to identify any adults who should not be on school campuses. As in years past, all visitors must check in upon arriving on campus and wear the badge printed for you during the whole visit. There will be no exceptions, and our staff is committed to being vigilant with this process. Please do not be offended if a teacher or staff member requests to see your badge, they are only doing their job and working hard to keep our kids safe.

Moving forward, at 7:15am every day, only the front double doors and back double doors of the school will be unlocked. All students and parents will only be able to enter through one of those two areas. The doors on the blacktop will remain locked and will no longer be a passable entrance. All other side entrances will continue to remain locked as well.

Upon arrival in the morning, Kindergarten and 1st grade students will walk directly to their respected hallways and sit by their classroom door. Parents who walk kiddos in will “hug or high-five” their child in the front foyer and the child will walk to their room. Teachers will be on duty in the halls to supervise students until 7:35am. At 7:35am all teachers will walk their students straight into the classrooms.

Upon arrival, second, third, and fourth grade students will walk directly to the cafeteria. Parents who walk kiddos in will “hug or high-five” their child in the front foyer or outside the cafeteria doors and the student will enter the cafeteria. Teachers will be on duty until 7:35am. At 7:35am all teachers will walk their students to their classrooms.

Upon arrival, fifth grade students will walk directly to their hallway and sit by their classroom door. Parents who walk kiddos in will “hug or high-five” their child in the front foyer and the child will walk to their room. Teachers will be on duty in the halls to supervise students until 7:35am. At 7:35am all teachers will walk their students straight into the classrooms.

On Monday morning assembly days, parents may choose to stay for any portion of time. If you intend on staying, you will be asked to check-in at the front office. If you are a visitor during assembly, we also ask that you utilize the space provided for families in the back of the gym. This allows space and clear views for our teachers to properly observe and monitor students during this time.

Thank you for your support in our efforts to keeping our Cardinal community safe. We understand these may be inconvenient changes, however we feel that all decisions were made with the best interest of our students in mind. We are here to support all kids, all day, everyday.

Thank you,

Clayton Administration Team

www.claytoncardinals.org