

## **Office Hours and Security**

### **Office Hours**

The St. Michael School office is open from 8:00 a.m. to 3:00 p.m. Monday thru Friday (when school is in session) for general office business. The telephone number is 708-349-0068. The facsimile number for the school office is 708-349-2658. Although general business is conducted during these hours, the principal is available for questions or emergencies from 7:00 a.m. to 7:20 a.m. and following prayers after 7:40 a.m.

### **School Security**

All parents/visitors must enter the school building from the parking lot using the main entrance located on the east side of the school. The main entrance is marked as the “E” door and is indicated by the words St. Michael School etched in the glass above the doors. The school office is located at the top of the stairs and to the left. **Parents and visitors will not be allowed into the school building (except in emergencies or to see the principal) prior to 8:00 a.m.** After 8:00 a.m., all parents/guardians, volunteers, and visitors are required to ring the doorbell and identify themselves by name to the school office personnel. Visitors are required to state their reason for entering the school. All visitors must sign in at the office and turn in their driver’s license or state I.D. For your child’s/children’s safety, and in emergency situations, it is imperative that we know who is in the building at all times. School doors remain locked during school hours and a security system allows school personnel to admit visitors.

**All parents and visitors to the school during school hours must be in compliance with Virtus as indicated by the Archdiocese of Chicago.**