

- IMPORTANT INFORMATION -
PLEASE RETAIN FOR FUTURE REFERENCE
SECURITY PROCEDURES

Both the main door and our handicapped entrance by the Nurse's office are monitored by a camera/entry system for your convenience. We have implemented the following security procedures to gain entry to the school:

- **Student Entry to the Building:** Starting at 7:30 a.m., when students begin to arrive, the cafeteria and front entrance doors will be the only open doors that students can use to enter the building. At 7:55 a.m. all entrance doors along the parking lot side of the building will be unlocked to allow students to enter school for the start of the day. These doors will be locked at 8:30 a.m. All other doors along the perimeter of the building will be locked and will remain locked at all times.
- **Access to the Building during the School Day:** As per district policy drop offs will not be permitted at any of the schools. If students forget their lunch, IOU's will be issued; no child will go hungry. Appointments must be made to see teachers, administrators, and other staff. ***Notes for picking up children must be submitted the day before*** to the Attendance Secretary, Mrs. Priolo, at the Middle School. If you forget to send a note, please call (908) 273-1491 before you come to retrieve your child.

The camera/entry system, located at the main door and our handicapped entrance by the Nurse's office are the only two entrances equipped with buzzers. You must be buzzed in to gain access to the interior of the building during the school day. Upon entering, you are required to report immediately to the Main Office to sign-in and receive a Visitor's Pass.

- **Student Dismissal:** Students will be able to leave the building through any of the exits. You should coordinate where you will meet your child in the event that he/she is receiving a ride. The doors at the main entrance will be unlocked from 2:45 p.m. until approximately 3:15 p.m. to allow students and adults access to after-school programs. After 3:15 p.m., entrance to the building will be accessible through the entry buzzer system only. Again, we ask that you stop first in the Main Office to sign-in and secure a Visitor's Pass.
- **Security Patrol:** A security person will be in and around the building each school day and during evening hours. The security officer's responsibilities will include monitoring the hallways and entrances during the school day, as well as the front entrance at the end of the school day until the door is locked at 3:15 p.m. From 3:15 until 4:00 p.m. office staff will monitor the entry system. If you need to enter the building after 4:00 p.m., you will need to use the entry buzzer system and wait for a custodian to provide entry.
- **Hallway Monitors:** Our security system provides first and second floor coverage of the hallways. We found the cameras invaluable in resolving several student issues in the past, and we expect that they will continue to be useful. Students and parents should know that our camera system gives us the ability to go back and review several days' worth of activity in any of our hallways.
- **Emergency Evacuation Procedures:** There is always the possibility that we may need to evacuate the building for an extended period of time during the school day. If this occurs, we will attempt to initiate our emergency Code Red System. In the event we would need to shelter the students due to the evacuation, arrangements have been made to move the students to several different locations, based on the type of emergency that exists. Student locations would be made available via internet-based sources, as well as through the Code Red System.