

Farmingdale Public School
49 Academy Street
Farmingdale, NJ 07727
www.farmingdaleschool.com 732-938-9611

March 9, 2018

Dear Farmingdale School Families,

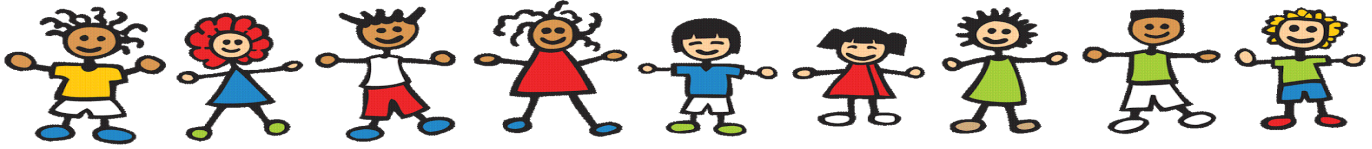
School safety and security are the highest priorities of staff, administration and our Board of Education.

The Farmingdale School Security Task Force has been formed in order to review existing safety and security protocols as well as explore additional procedures and resources. As a result of the initial review, new security protocols will be implemented within our school. We need your assistance as we implement a revised **VISITOR Security Protocol**. The procedures are advocated and endorsed by both the NJ State Police and the NJ Department of Education. Below, please find these procedures that will go into effect on **Monday, March 19th, 2018**.

- **Parents/guests will not be allowed to enter the school building to drop off forgotten items, provide lunch delivery, etc. If you must drop off an item for your student, there will be plastic drop off bins outside the school entrance to drop these forgotten items. Please be sure to label any items with your child's name.**
- **All visitors to our school will need to make an appointment in advance to enter the building. To set up an appointment, you can email or call your child's teacher or our school secretary, Mrs. Farrell, in the main office: janet.farrell@farmingdaleschool.com or 732-938-9611.**
- **All visitors are required to show photo identification prior to being buzzed in to the building.**
- **If you will be picking your child up early, you must notify the office in advance via email, note or phone call.**

Some reminders of things that you can do to help our school stay as safe as possible:

- Please check with your student and/or (for younger students) physically check your child's backpack to ensure they have all required items (including lunch) before they leave for school.



- As a visitor, do not hold the door open for others behind you.. Each person must be buzzed in separately. I know we usually try to be kind by holding doors open for the next person in line, but I ask that you not do this.
- Similarly, please do not enter the building if someone is holding the door open for you without having first announced yourself and presented ID.
- When you enter the building, please immediately sign in at the main office. You will be given a visitor badge. Visitors should **not** be in the building without having first signed in.
- Please make sure your child is on time for school each day. Tardy arrivals not only affect a student's record, but also reduce arrival security. Students are considered late if they arrive after 8:35 am. **Parents may not accompany their children to their classroom if they arrive late.** Teachers are stationed throughout the building to assist the children.
- If you see or hear something which concerns you, please let us know.

Thank you for adhering to these new procedures. Though you may find them inconvenient, please remember our goal is to keep our students safe. You are welcome to call me regarding any questions or clarification needed.

We appreciate your support as we work together in keeping our school and community safe and secure.

Please sign and return the form below indicating you have been informed of these changes.

In education,
Edith Conroy

Revised VISITOR Security Protocol

Student Name _____ Grade _____

_____ Yes, I have read the revised visitor security protocol.

Parent signature *Date*