

## Dunellen Public School District

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Dear Parents/Guardians:

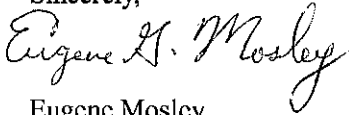
The safety and security of our students and staff continues to be a top priority at all schools throughout the Dunellen School District. This Entry Door Access protocol is going into effect immediately to improve the level of security at all our schools. Please note the following:

- No visitors are to enter the building with students during arrival time. All visitors will need to have an appointment to enter the building. (If you require assistance, please call the Main Office after the early morning arrival period has ended.)
- Visitors must enter through the Main Entrance of the school. When you arrive at the front door, it is expected that all visitors will ring the doorbell and state the purpose of their visit and/or specify with whom they have the appointment.
- Visitors who are buzzed in must present themselves to the Main Office immediately upon entry.
- Visitors will be required to show photo identification and will be signed in by the Main Office staff.
- It is imperative that visitors do not hold the door open for others behind them. Each visitor must be acknowledged individually through the doorbell/camera system.
- If you must drop off an item for a student (lunch, homework, etc.) you will be directed to deposit the item at the "drop off" site outside of the main entrance. Entry into the school will not be permitted for this purpose. **Please ensure that each item is marked with the student's name.** School Personnel will ensure that the items get to the student.
- If you are picking up your child early, you must notify the Main Office in writing/email prior to dismissal. If it is an emergency, call the office prior to pick-up to notify the school.

- The Main Office staff will be required to call the police and notify school administrators if the visitor is uncooperative, does not adhere to the procedures, or becomes threatening. Please note there is 24 hour surveillance at all building entrances.

We understand some of these procedures are new and may require an adjustment for each visitor. Please recognize the school's responsibility to keep the students and staff safe and secure by following these procedures. If you require clarification regarding these procedures, please contact your child's school.

Sincerely,



Eugene Mosley  
Superintendent



Cayler Tobin  
School Safety Specialist