



BORDENTOWN REGIONAL HIGH SCHOOL

BORDENTOWN IS ON POINT!

School Entry Protocol 2018-2019

Dear BRHS School Community Members:

The safety and security of our students and staff continues to be a top priority in the Bordentown Regional School District. In light of the recent events in our nation, the BRHS administration has worked closely with the Bordentown Township Police Department to develop a new Entry Door Access Protocol. This protocol currently exists in many school districts throughout the State of NJ, and we believe it will add an additional layer of security at our school. Therefore, the following changes will immediately take effect:

- No visitors are to enter the building with students during arrival. Administration will be present at our doors and will not allow visitors to enter building unless they have a scheduled appointment.
- At the buzzer, all visitors will be expected to state the purpose of their visit and/or specify with whom they have the appointment.
- All visitors should report directly to the security office upon entry into the building.
- Visitors will be required to show photo identification, and sign in to obtain a visitor's pass.
- It is imperative that visitors do not hold the door open for others behind them. Each visitor must be acknowledged individually through the buzzer system.
- If you must drop off an item for a student (e.g. lunch, homework, etc.), you will be directed to deposit the item on the table outside the security office. Entry into the school will not be permitted.
- If you will be picking your child up early, you must notify the security officer of this at the buzzer. Once buzzed into the first set of doors, you will be instructed to complete an early dismissal form and submit it to one of the secretaries in the front office. Students will only be released to a parent/guardian or person listed on the emergency contact list. If you would like someone else to pick up your child from school, you must contact the attendance office to make proper arrangements.
- The security officer and/or the front office secretaries will be required to call the police and notify school administrators if a visitor is uncooperative, does not adhere to the procedures, or becomes threatening.
- Ultimately, failure to follow these procedures may result in a lockdown for the safety of our students and staff, and the Bordentown Township Police Department may be notified that an intruder is in the building.

We know that this protocol is more stringent than past practice and may inconvenience our visitors who are, as always, welcome in our schools. However, the safety of our students and staff must remain our priority and we are optimistic that our visitors will ultimately recognize the need to be as vigilant as possible. If you should require clarification regarding the protocol or have suggestions that you would like to share, please contact our School Resource Officer, Patrolman Adam Edwards at aedwards@bordentown.k12.nj.us. He will be happy to answer your questions to ensure your full understanding and adherence to our procedures.

Robert S. Walder, Principal
Meredith P. Morley, Assistant Principal

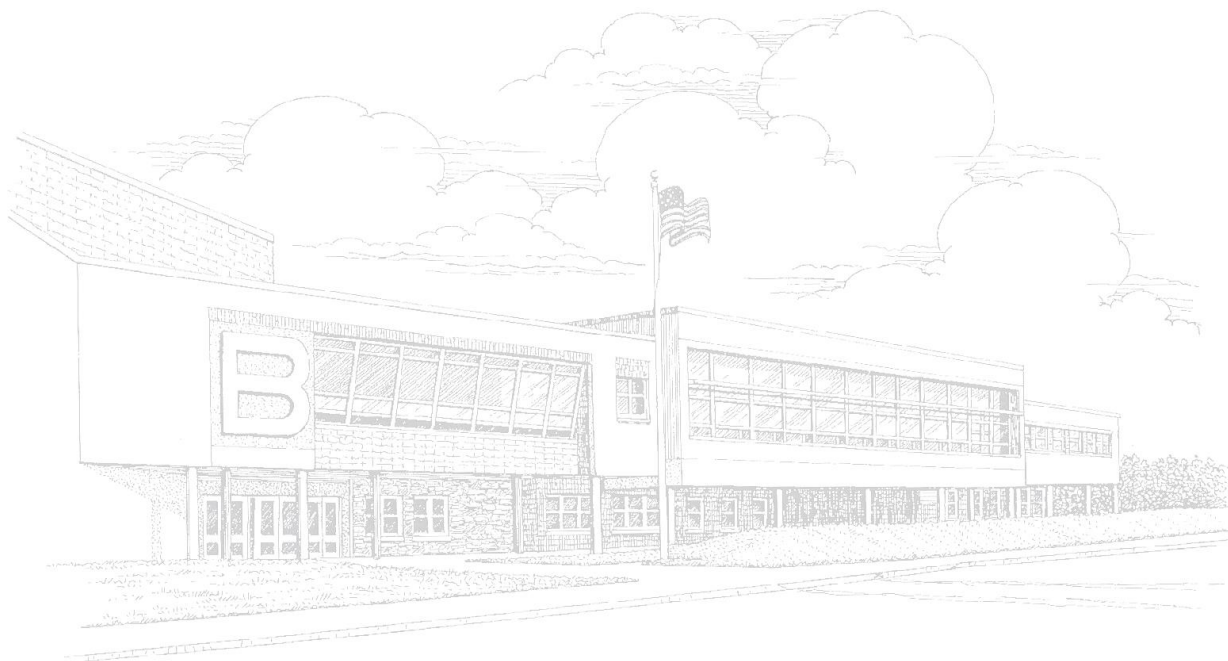
Ernest D. Covington, Assistant Principal Athletics
Teresa C. Valentin, Assistant Principal

318 Ward Avenue, Bordentown, NJ 08505
Phone: (609) 298-0025 Fax: (609) 291-0347 www.bordentown.k12.nj.us

Our district has taken significant steps over the past few months to upgrade and implement improved security measures throughout all of our schools. With your cooperation, our schools will continue to be safe and secure for students and staff.

Sincerely,

Teresa C. Valentin
Assistant Principal



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