

## **Entry Door Access Protocol Updated June 2016**

As you are aware, the Board of Education held a public hearing regarding school security on January 15, 2013. The Power Point presentation is currently on the district web site and the entire presentation can be viewed on MTTN. While many topics concerning security were addressed, this letter will outline the new Entry Door Access Protocol.

Effective Monday, January 28, 2013, the new Entry Door Access Protocol will be implemented. This protocol is the result of an Emergency Management Team review by district administration and includes input from the Manalapan Police Department. Please note the following:

1. No visitors may enter the building with students during arrival.
2. To enter the school after the start of the school day, all visitors must have a prior appointment. The names of all individuals with appointments will be given to the office personnel prior to the start of the school day.

**NEW: Anyone wishing to visit any of the schools in the district MUST pre-register their visit using the Passage Point Visitor Management System. This system can be accessed from a home computer, smart phone, iPad or other web enabled device with internet access.**

**Instructions for using the Passage Point Visitor Management System can be found on the district web site under the home page tab "Notices, forms and board policies"**

**If you do not possess an internet device as described; you must contact the School Principal or his/ her designee 20 minutes in advance of your intended visit. - NO Exceptions. This is for the security of our students and staff. If you do not pre-register you will have to wait the 20 minute time period before entry will be permitted.**

The reason all visitors must contact the office approximately 20 minutes before arriving at the building is to allow ample time for the secretaries to review school records to verify that the information supplied by the visitor is consistent with information in the district data base regarding individuals who are approved for access (parents/guardians and individuals on emergency contact lists.) Only parents/guardians and individuals named as emergency contacts will be allowed to enter the school building. (This does not include special events which will have separate lists prepared prior to the event.) Parents who are called by the nurse's office or have sent a note to the school with their child in the morning indicating that they will be picking the child up at a specific time do not need to call the office before coming to the building. 3. At the buzzer, all visitors will be expected to state their names and purpose of visit. Only those individuals who have a Pre-Registered appointment or who have been in contact with the office will be allowed into the building. Supplying the required information at the time the individual uses the buzzer will not be acceptable and will not lead to entry. 4. Once buzzed in, all visitors must immediately report to the main office. 5. Visitors will be required to show photo identification and sign in prior to receiving a visitor's pass. 6. If an individual does not immediately report to the main office, it will be considered trespassing and the Manalapan Police Department will be contacted.

**NEW: Anyone wishing to drop off an item for a student, teacher or staff member should register that visit using the Passage Point Visitor Management System before coming to the school. If you do not pre-register your visit; even a visit to drop off a lunch, gym shorts, books or other items, you will not be permitted entry to any of the schools.**

**There are several options for those who do not pre-register their visit:**

- 1- They can wait outside the school for the 20 minutes so the proper vetting can be conducted, or,**
- 2- They can utilize the "Drop off Bins" placed outside of each school for this reason.**

**These bins are checked periodically to retrieve items dropped off. Your child's name, grade and teacher's name should be written on any item you drop off so it can be delivered to the appropriate location.**

**We strongly suggest you use the Passage Point Visitor Management System for all visits and drop offs or any time you intend to come to any of the schools.**

Controlling access to our schools is a major aspect of school security. While these new rules clearly represent an inconvenience for people in our fast-paced lives, the increase in predictability and advanced knowledge of who is approaching our schools looking for entrance will increase our ability to react appropriately in an emergency situation.

Thank you for your cooperation and understanding; the safety of our students, staff and visitors depends on all of us doing our part.