



School Entry Protocol Linden Public Schools

- ❖ All visitors to our schools will need to have an appointment (advanced notice) to enter the building.
- ❖ No visitors will be granted building access (unless they have a scheduled appointment) between the following times at each school:

Schools	Arrival Window	Dismissal Window
1,4,5,6,8	8:10 am to 8:40 am	2:45 pm to 3:15 pm
2	8:25 am to 8:55 am	3:00 pm to 3:30 pm
9,10	8:30 am to 9:00 am	3:05 pm to 3:35 pm
McManus & Soehl Middle School	7:30 am to 8:00 am	2:25 pm to 2:55 pm
Linden High School	7:30 am to 8:00 am	2:30 pm to 3:00 pm

- ❖ Any parent/guardian, who needs to pick up a child early, must notify the office in writing/email prior to dismissal. If it is an emergency, the parent/guardian must call the office and notify the school.
- ❖ If a visitor must **drop off an item for a student** (lunch, homework etc.) they will be directed to deposit that item in a bin outside the main entry. All items must be clearly labeled with the student's name, grade or teacher and will be retrieved by office staff. Entry into the school building is not permitted.
- ❖ **It is imperative that visitors do not hold the door open for others behind them. Each visitor must be acknowledged individually through the intercom system.**
- ❖ Through the intercom, all visitors must state the purpose of their visit and/or specify with whom they have an appointment prior to entering the building.
 - If the appointment is verified, the visitor will be buzzed in and must report directly to the main office or designated sign-in area immediately.
 - All visitors will be required to show photo identification when signing into the building and will be required to wear a visitor's pass while in the building.
 - Front office secretaries will be required to call 911 and notify school administrators if the visitor is uncooperative, does not adhere to the procedures, or becomes threatening.
- ❖ Failure to follow these procedures may result in a lockdown for the safety of our students and staff, and the Linden Police Department may be notified that an intruder is in the building.