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.

Protocolo Para Acceder A Las Escuelas
Linden Public Schools

- Todos los visitantes a nuestras escuelas necesitarán tener una cita (notificación anterior) para acceder al edificio.
- Ningún visitante tendrá acceso al edificio (a menos que tengan concertada una cita) entre las horas señaladas a continuación para cada escuela:

Escuelas	**Período de Llegada**	**Período de Salida**
1, 4, 5, 6, 8	8:10 am a 8:40 am	2:45 pm a 3:15 pm
2	8:25 am a 8:55 am	3:00 pm a 3:30 pm
9,10	8:30 am a 9:00 am	3:05 pm a 3:35 pm
McManus y Soehl Middle School	7:30 am a 8:00 am	2:25 pm a 2:55 pm
Linden High School	7:30 am a 8:00 am	2:30 pm a 3:00 pm

- Cualquier padre/guardián, que necesite recoger a su hijo/a temprano, deberá notificar a la oficina por escrito o correo electrónico antes de la hora de salida. Si es una emergencia, el padre/guardián deberá llamar a la oficina para notificar a la escuela.
- Si un visitante debe **traer algún artículo para un alumno** (almuerzo, tarea, etc.) este será dirigido a una caja localizada fuera de la entrada principal donde dejará el artículo. Todos los artículos que sean depositados en esa caja deberán tener claramente escrito el nombre del alumno, el grado, o maestro/a y será recogido por un empleado/a de la oficina. No se le permitirá el acceso al edificio.
- **Es imperativo que los visitantes no aguanten la puerta abierta para otros visitantes que estén detrás. Cada visitante deberá comunicarse individualmente a través del intercomunicador.**
- Todos los visitantes deberán explicar a través del intercomunicador su motivo de la visita y/o especificar con quién tiene la cita antes de tener acceso al edificio.
    - Si la cita es verificada, se le abrirá la puerta al visitante y tendrá que reportar inmediatamente a la oficina o área asignada para registrar su llegada.
    - Todos los visitantes tendrán que presentar identificación con foto cuando registren su llegada al edificio y tendrán que ponerse un pase de visitante mientras estén en el edificio.
    - Las secretarias de la oficina llamarán al 911 y notificarán a la administración de la escuela si el visitante no coopera, no se adhiere a los protocolos, o se convierte en una amenaza.
- Incumplimiento de estas reglas o protocolos pueden resultar en un confinamiento para seguridad de los alumnos y los empleados, y el Departamento de Policía de Linden será notificado de que hay un intruso en el edificio.

LINDEN SCHOOL No. 2

1700 S. Wood Avenue Linden, NJ 07036
Phone: (908) 862-3287 Fax: (908) 862-3856

Dr. Marnie Hazelton
Superintendent
mhazelton@lindenps.org

Denise Cleary
Assistant Superintendent
dcleary@lindenps.org

Carlos A. Rivas
Board President

Peter J. Fingerlin III
Principal
pfingerlin@lindenps.org

Rachelle A. Crawley
Vice Principal
rcrawley@lindenps.org

STUDENT NAME: _____ GRADE/TEACHER: _____

For the safety of your child, it is important to know how your child will get home every day. Please indicate how your child will be dismissed after school.

Please Check **ONE** option:

[ ] Child walks home alone

[ ] Child walks home with a sibling

Please indicate name/grade of sibling so teachers can coordinate

Student Name: _____Grade/HR_____

[ ] Child attends an after school program.

Provide name/phone number of program

Program: _____Phone#: _____

[ ] Child will be picked up by parent

[ ] Child will be picked up by an authorized Emergency Contact listed on the reverse side

[ ] Child has busing services. * **(FOR DESIGNATED BUS STUDENTS ONLY)**

***MAIN OFFICE AND/OR TEACHER MUST BE NOTIFIED VIA WRITTEN NOTE OR PHONE CALL THAT YOUR CHILD WILL NOT BE TAKING THE BUS PRIOR TO END OF DAY AND NO LATER THAN 2:30PM. IF NOTIFICATION IS NOT RECEIVED, CHILD WILL BE PLACED ON THE BUS - NO EXCEPTIONS**

PARENT/GUARDIAN SIGNATURE: _____

DATE: _____