

Joseph E. Soehl Middle School
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Dr. Marnie Hazelton
Superintendent

Gregory R. Martucci
Board President



Isabella Scocozza
Principal

Gwendolyn L. Long
Vice Principal

August 2020

Dear Parents, Guardians and Community Members:

On April 9, 2018, the District had implemented new school entry procedures. In the light of recent national events surrounding school security, we believe they are necessary for the safety of our students and staff. Please remember the following:

- All visitors to our school will need to have an appointment (advanced notice) to enter the building.
- All visitors **MUST** wear a mask upon entering the building and during the visit.
- No visitors will be granted building access (unless they have a scheduled appointment) between the times listed below:

School	Arrival Window	Dismissal Window
Soehl Middle School	7:30am to 8:00 am	2:25pm to 2:55 pm

- Any parent/guardian, who needs to pick up a child early, **MUST** notify the Main Office in writing/email prior to dismissal. If it is an emergency, the parent/guardian **MUST** call the Main Office and notify the school.
- If a visitor must **drop off an item for a student** (lunch, homework, electronics, etc.) they will be directed to deposit that item in the **GREY BIN** outside the Henry Street entrance. All items must be **CLEARLY LABELED** with the student's name and will be retrieved by school staff. **ENTRY INTO THE SCHOOL BUILDING IS NOT PERMITTED.**
- **It is imperative 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.

- When the appointment is verified, the visitor will be buzzed in and must report directly to the designated security desk located in the Main Lobby.
- All visitors are required to show photo identification when signing into the building.
- Main Office secretaries will 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 will be notified that an intruder is in the building.

We want to stress to all of our parents and community members that you are still welcomed in our schools. Our District believes a strong parent/school connection is important. We understand that some of these procedures may seem like an inconvenience to our visitors, but we also hope you recognize and appreciate our need to be as vigilant as possible when allowing visitors into the building.

Your suggestions are important and always appreciated. Please forward any items to schoolsecurity@lindenps.org and they will be forwarded to our Board of Education's Security Committee.

If you require clarification regarding our revised school entry protocol, please contact me or Ms. Long. We will be happy to answer your questions to ensure your full understanding and adherence to our procedures. With your cooperation, our school will be more secure for students and staff.

Sincerely,

Isabella Scocozza
Principal