



Forest Avenue School

“Where Excellence Begins”

Matthew J. Murphy
Principal

September 2023

Security Procedures for Visitors/Volunteers Entering the Building 2023-2024

Dear Forest Community Members,

All visitors and volunteers coming to Forest Avenue School must present a photo ID/driver's license/government-issued ID to the school to gain access to the building. Please be reminded of the following safety procedures/practices:

- All visitors requesting access to the building must follow the established security procedures and have a pre-arranged appointment for a visit.
- Visitors should approach the Main Entrance doors, press the intercom button on the right side of the doors, and await verbal instructions provided via the intercom.
- Before being provided building access, visitors will be asked to, ***“Please state your name and purpose of your visit”*** via intercom. Please do so when prompted.
- Visitors will be asked to place the coded side of their ID facing upward on the Visitor Management Device to the right of the door.
- If the security system approves a visitor for entry, the door will be buzzed open, and the visitor will be instructed to report directly to the Main Office to have a photo taken and to receive a printer visitor pass sticker and lanyard. *(Please note that there are situations in which the system does not approve a visitor's ID, and the Main Office staff will address these situations on a case-by-case basis in an appropriate manner. Thank you in advance for your patience.)*
- Any approved visitor's photo will only be taken during their first visit, and the photo is then stored in the security system, which will expedite this process during subsequent visits.
- Visitors may not walk directly to any other location except for the Main Office until receiving a visitor pass sticker/lanyard and authorization to proceed to the location of the pre-scheduled appointment. Doing so may unintentionally cause an unnecessary emergency management response, which we hope to avoid.
- Before leaving the building at the conclusion of any visit or activity, please report to the Main Office to notify staff that you are leaving the building and to return your lanyard (if applicable).
- Children should be dropped off at school as close to the 8:30 AM start time as possible and no earlier than 8:30 AM unless Before Care services have been arranged. Students arriving late should be walked to the Main Entrance door, and parents/caregivers should contact the office for instructions via intercom.

- Visitors are not admitted or readmitted into the school after dismissal unless there is a scheduled appointment or program time. Parents/guardians entering the school for reasons related to After-care must ring the After-care bell (on the left of the door) and wait to be greeted by After-care staff.
- Parents/Caretakers are not to enter any door with or without their child except the Main Entry Doors using the above procedures.

**PLEASE DO NOT HOLD THE DOOR OPEN FOR ANY OTHER VISITORS
AND CLOSE THE DOOR BEHIND YOU TO ENSURE THE SAFETY OF
STUDENTS AND STAFF.**

Drop Off of Personal Items

Dropping off personal items (lunches, library books, PE sneakers...) does not require building entry. Drop-off and Pick-up bins are available near the Main Entrance doors. When dropping off unexpected items, please notify the office of the materials being dropped off via the door intercom.

Please know that the safety and security of your children are of the utmost importance to us, and we anticipate your cooperation.

Please reach out with any questions.

Sincerely,

A handwritten signature in dark ink, appearing to read 'm j m', is positioned above the printed name of the principal.

Matthew J. Murphy, Principal