

MADISON HIGH SCHOOL

170 Ridgedale Avenue
Madison, NJ 07940
(973) 593-3117



David Drechsel, *Principal*
Kelly Bosworth, *Assistant Principal*
Todd Jensen, *Assistant Principal*
Christine Internicola, *Assistant Principal - Guidance*
Ryan Scheifler, *Assistant Principal - Athletics*

MHS Safety & Security Protocols for Visitors

New protocols for visitors to Madison High School were implemented in the spring of 2018 to provide increased door security and screening measures. The new protocols were designed to improve the identity verification process and ensure that all visitors have legitimate school business to conduct before being admitted in the building. We recognize that these new protocols may cause some inconvenience to people visiting the high school, but the safety and security of our students and staff are of paramount importance.

1. All visitors must have a previously scheduled appointment with a staff member in order to be admitted into the building.
 - * *If parents need to drop off items that their child forgot to bring from home (Ex. Lunch, Athletic Equipment, Chromebook etc.), they will leave them at the front entrance with the Door Monitor. Students will be responsible for picking those items up during one of their free periods. The school is not responsible for lost or misplaced items.*
2. Staff members will be required to notify the main office of the name of the visitor and the time of their scheduled appointment. Scheduled visitations will be recorded on a list accessible to the door monitor, secretaries and administrators.
3. The door monitor or secretaries will be responsible for screening visitors. They should ask for the person's full name, affiliation with the school, order of business, and who they are scheduled to meet with. If a visitor has an appointment, he or she will be admitted. If they do not have an appointment, then the visitor will need to schedule an appointment before returning to school. If the door monitor or office staff is unaware of an appointment, efforts will be made to verify that an appointment was made with a given staff member.
4. Once admitted into the building, visitors will be required to sign in with the door monitor or main office and show a government issued form of identification (i.e. Driver's License). The visitor will either wait at the main entrance or escorted to the main office where they will be issued a visitor's badge. Visitors must sign out prior to leaving the building
5. The staff member who has made the appointment with the visitor must meet the visitor at the main entrance or main office and escort them to the meeting location.

Thank you for your understanding and support as we implement these new protocols.

Sincerely,

David Drechsel
Principal
Madison High School