



MJD School Entry Protocol

- No visitors are to enter the building with students during arrival. **All visitors to our schools will need to have an appointment to enter the building.** If you require assistance, please call the school (201) 858-5969 to make an appointment.
- At the buzzer, it is expected that all visitors will state the purpose of their visit and/or specify with whom they have the appointment.
- If the appointment is verified, the visitor will be buzzed in and must present themselves to the receptionist with a photo ID and they will be given a visitor's pass.
- **It is imperative that visitors do not hold the door open for others behind them. Each visitor must be acknowledged individually through the buzzer system.**
- **We do not accept any "drop offs" for students (e.g. lunches, books, reports, projects, etc.).** A school lunch will be provided under these circumstances.
- If you will be picking your child up early, you must notify the office in writing or call the school prior to dismissal. If it is an emergency, call the office to notify the school.
- 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.
- Ultimately, failure to follow these procedures may result in a lockdown for the safety of our students and staff, and the Bayonne Police Department may be notified that an intruder is in the building.
- **Children are not permitted to return after school hours to get books or belongings that might have been forgotten.** Please write your child's teacher a note explaining the circumstances.