



# Warren Township Schools

*Shining Brighter Every Day*

Matthew A. Mingle, Ed.D.  
Superintendent of Schools

September 4, 2018

Dear Warren Township Schools Community,

Welcome to the 2018-19 school year!

The mission of the Warren Township School District is to provide, through a safe, nurturing yet challenging environment, all students with an outstanding education that engages students and fosters academic excellence, healthy social and emotional development, and a lifelong passion for learning.

An important part of this mission, and our Whole Child approach, is to ensure that each student learns in an environment that is physically and emotionally safe for students and adults. We take this responsibility seriously and have engaged with expert professionals to advise us on our practices and procedures over the years.

As a new school year begins, I would like to take a moment to review some critical information regarding safety and security.

## Visitor Entry

Visitor access to our schools is governed by [Warren Township Board of Education Policy #9150](#).

The visitor management system processes information that will be used to check a visitor's background against Sex Offender registries and school databases to determine if the visitor should be permitted entry into the school building. All visitors are required to present State issued identification or United States passport to enter a school building. Once approved, a badge will be printed which includes the visitor's name and photo, the current date, and the location of the visit.

New for this year, badges will be placed inside a pouch on a lanyard for maximum visibility while moving throughout the building. Visitors **must** wear these badges while on school property and may only visit locations designated on their badges. There are no exceptions to this policy. The visitor management system allows us to track visitors who will be moving about in our buildings and to take additional measures to ensure school safety and security.

### **In order to enter a school during school hours, visitors will need to:**

- Ring the bell at the main entrance;
- Respond to questions posed by school staff members via the intercom system;
- Scan a state-issued identification (such as a driver's license) or United States passport in the outdoor scanner;
- Wait to be cleared and buzzed into the building;
- Report to the main office to complete the registration process and receive a printed visitor badge;
- Wear the badge prominently throughout the visit as directed;
- Return the badge to the office upon completion of the visit; and
- Exit through the main entrance.

Visitors may not meet with teaching staff members or students without checking in at the main office.

The effectiveness of this procedure is diminished when well-meaning visitors allow another visitor to “piggy-back” on their entry by holding the door open. Although it goes against our desire to be nice to others, it is imperative that each visitor go throughout the screening process. Thank you for your cooperation in maintaining the strictest protocols for entry to our schools.

### Parking Lots

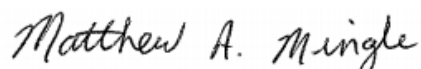
The most dangerous locations at our facilities may very well be the parking lots. With many vehicles and pedestrians moving in and around the parking lots at the same time, it is easy to become distracted and miss something, which could lead to a dangerous situation. The principals will be communicating reminders about appropriate parking lot protocols as they apply to each school. Your cooperation in moving slowly and deliberately through the parking lots and abiding by posted signs and the directions of staff members is critical to the safety of our students.

### Police Presence

The Warren Township School District and Warren Township Police Department work collaboratively throughout the year. Uniformed officers visit the schools on a daily basis. Traffic patrols are increased during the school year in and around the schools and at school bus stops as well. You are very likely to notice this presence as schools open this week. This visible presence is just a small part of the ongoing relationship.

Thank you for your cooperation and support as we work to provide the safest possible learning environment for our students and staff.

Respectfully,



Matthew A. Mingle  
Superintendent